# NO MORE BUTTS!

## Peer Leader's Guide

No More Butts! is a peer-led stop smoking program for high school-aged students who smoke daily and want to quit.

# NO MORE BUTTS!

NOVA SCOTIA

**Department of Health**

*No More Butts!* is sponsored by the Nova Scotia Department of Health, and Public Health Services and Addiction Services within the District Health Authorities, as well as interested high schools.

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The *No More Butts!* program design and content are based on

- a review of the published literature related to tobacco-use reduction programs for teens and adults completed by Public Health Services, Capital Health, in 2001
- focus groups with program participants and buddies, peer leaders, staff advisers, and high school principals, conducted by Public Health Services, Capital Health
- *Student Quit and Win*, Nova Scotia Department of Health, 1994
- *Kick the Nic 2000*, British Columbia Ministry of Health, 1999
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- feedback from the *No More Butts!* pilot program (February–May 2002) which involved participants, buddies, and staff advisers from 10 schools across Nova Scotia, as well as staff from Public Health and Addiction Services, who facilitated the program in their region

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## Welcome to *No More Butts!*

# No More Butts! —An introduction to what it is and how it works

*No More Butts!* (2002) is a peer-led, stop smoking program for high school–aged students who smoke daily and who want to quit smoking. The goal of *No More Butts!* is to help interested high school students to become tobacco free.

The program has been designed for use in high schools, but could be used with any group of youth who smoke tobacco daily, want to quit, and are able to meet for 40 minutes twice a week, over seven and a half weeks.

The program content and format

- are based on the social cognitive theory of behavioural change
- were designed as a "best practice" program, based on what practitioners have learned and research has demonstrated to be most effective for behaviour change
- are participant-focused and based upon input from high school students
- use the Stages of Change model to help participants understand that quitting smoking is a process, where they are in the process, and what they need to do to move toward their goal of quitting

This peer-led program provides individual and peer group support, as well as incentives to attract people to the program and acknowledge their ongoing participation and effort. Program participants are asked to find and bring a friend (buddy) to support them during the meetings and beyond the school day.

Twice a week participants and their buddies participate in 40-minute, action packed meetings during the lunch period—doing self-assessment and reflection activities; completing activities with their buddies or small groups; learning and practicing skills; developing and testing plans to cope with urges to smoke and withdrawal without using tobacco; and sharing what worked and what didn't. At Meeting 5 they have a chance to use what they have learned about themselves and their skills to cope without smoking, to plan and practice going without smoking for 24 hours. Then they have a chance to revise their plan based on what they and others in the group learned, and to test it again before Quit Day at Meeting 7.

Each person in the group has their own Participant or Buddy Handbook. The handbook contains all the information, activities, assessment and planning tools, and skills development information that they will learn and use during the peer-facilitated meetings. They can use these resourses outside the meetings as they go through the process of changing their smoking behaviour—and for future quit attempts.

The chance to enter a draw for a personal CD player per school is used as an incentive to attract people to the program. Anyone smoke free for at least 4 weeks is eligible for the draw. Their buddy automatically wins a $20 music store gift certificate. People smoke free for at least 2 weeks are eligible for a draw for one of two $20 music store gift certificates. Buddies who participate in 12 or more meetings will have their names entered in a second draw for one of two $20 gift certificates. Sugar-free gum, balloons, and paper clips are used for visualization and stress-busting activities and for "cope kits." Everyone in the program on Quit Day receives a stress ball to recognize their participation and effort. All participants and buddies who finish the program, as well as peer leaders and staff advisers, receive recognition certificates.

Once a school has agreed to participate, the principal recruits an interested staff person, who is respected by students, as a staff adviser. The staff adviser then recruits three peer leaders from grade 11 or 12, who do not smoke, and who are "credible" with people who smoke in their school.

Staff from Public Health Services or Addictions Services then facilitate a five-hour, interactive *No More Butts!* training session for school staff advisers and peer leaders. Groups of up to four high schools participate in a local training day together.

These training days have been evaluated by peer leaders as fun and useful in preparing them to promote the stop smoking program, and to facilitate the lunch-time, group meetings. The content of the training day is included in the Training Notes section of this guide.

*No More Butts!* is based on the following assumptions:

- teens want to stop smoking
- teens who come to the meetings have decided they want to quit smoking
- social situations, and support from a friend, appeal to teens
- learning to stop using tobacco is a process
- knowledge and skills to help people stop smoking can be learned
- by practicing their skills and plans, people learn from their successes and failures
- tobacco addiction has physical, psychological, emotional, and behavioural components
- it is important for teens to believe they have learned knowledge and skills that, if used over time, will enable them to stop smoking

## Why *No More Butts!* Was Developed

*No More Butts!* is the only "free" peer-led tobacco reduction program available for high school-aged youth in Nova Scotia at present. At today's rates, 65,000 Nova Scotian children and teens alive today will become regular smokers. Of these, 32,500 will die prematurely from tobacco-related illnesses.

This program is just one component of *A Comprehensive Tobacco Strategy for Nova Scotia*, (2001) Nova Scotia Department of Health.

In 2002 *No More Butts!* was piloted by Public Health Services and Addiction Services in partnership with 22 high schools across Nova Scotia. Based on feedback and evaluations from the pilot, the revised program will be launched in 2002–03, and will be evaluated.

## How Well *No More Butts!* Works

*No More Butts!* had results equal to the best youth stop smoking programs in the published literature for participant recruitment and reduced tobacco consumption. It was within 10% of the mean for participant retention.

Eighty-one percent (81%) of participants in the program on Quit Day were smoke free (43%), or had cut down by half or more (38%) by the end of the program. Even when everyone who signed up and came to one or more meetings is included, 30% were smoke free and 29% cut down by half or more.

## Scheduling *No More Butts!* within the School Year

Many schools in Nova Scotia have exams at the end of January and they all have March Break. *No More Butts!* participants can't quit and be left unsupported over the March Break. As a result, late February or early March seem to be the only time *No More Butts!* can both fit within the school calendar and meet the needs of participants, peer leaders, and staff advisers.

### Suggested Timeframe

high schools invited to participate—late September to early October

interested schools recruit a staff adviser and 3 peer leaders – October, November

peer leader and staff adviser training—early February

two week program promotion in schools—mid- to late February or early to mid-March

30 minute, peer-led, program Recruitment Meeting (orientation) for interested students—last week in February or week following March Break

program start—Tuesday in the first week of March or last week of March (Tuesday and Thursday meetings work best to avoid students being absent due to holidays and professional development days)

Meeting 1 must be on a Tuesday (or Monday) so the participants are supported in school for their first three days after Quit Day. Day 3 is common for relapse.

program finish—late April or mid-May

## Recruitment, Retention, and Support of Participants

Successful teen stop-smoking programs require the ability to recruit, retain, and provide ongoing support for participants. Although successful recruitment strategies will vary depending on the school, the following suggestions from *Kick the Nic 2000*, are based on research and previous practitioner experience.

In its pilot year, *No More Butts!* peer leaders and staff advisers recruited more people than the best programs in the literature (6% of smokers).

## Recruitment

Place posters on school bulletin boards and near areas where students who smoke "hang out" in the school and community (Posters provided by the Department of Health).

Encourage people interested in quitting to recruit friends.

Encourage people to come with a friend.

Advertise over the public address system (PA), on school websites, and on school video displays and radio stations (Peer Leaders).

Give personal invitations to people in the smoking area (Provided by the Nova Scotia Department of Health).

Hold a recruitment/marketing meeting that includes incentives to attend. (Recruitment Meeting plan, including the peer leader script, fun visualization activities with bubble-gum, relaxation exercises, and handouts, is included in the Meeting Plans section of this guide.)

Ask teachers, Guidance staff, Teen Health Centre staff, Public Health Nurses, and Addiction Services staff who visit the school to refer those students they have met with who have said they want to stop smoking.

Full details to help peer leaders and others student committees create and implement simple and inexpensive promotional ideas that will work *in their school*, are included on page 25, Training Notes, Appendix A "Promoting *No More Butts!* In Your School" (including sample text for announcements, posters, flyers, and invitations).

## Retention

Keeping people in the program can be a challenge. Meetings must be held at a time and place that are conducive to student attendance. Having meetings at the same time and place has been key for regular, timely attendance by peer leaders and participants. As well it is useful to

- provide incentives such as gum, "cope kits," a lunch, prizes for attendance, and a draw for prizes (Attendance and draw prizes provided by the Nova Scotia Department of Health; gum, "cope kits," and a closing celebration lunch provided by school principals.)
- have participants attend with a buddy
- make the meetings worthwhile and fun!

## Support of Participants

Research shows that ongoing support is critical to maintaining change. That is why *No More Butts!* participants meet twice a week for seven and a half weeks, have personal (buddy) and group support, and are not expected to quit smoking until Meeting 7. Participants are invited to get together informally for lunch outside the meetings after Quit Day and to continue to get together after the program ends.

## Roles and Responsibilities of the Partners in *No More Butts!*

The partners in *No More Butts!* include

1. the Nova Scotia Department of Health and Public Health Services, and Addiction Services within the District Health Authorities
2. interested high schools, through the principal
3. one high school staff adviser per school who is respected by students
4. three peer leaders per school who do not smoke and are "credible" with students who smoke in their school
5. up to 15 students per school, who have smoked at least one cigarette a day for the past three months, and who want to quit smoking, and who are not using nicotine replacement therapy in any form.
6. a friend who does not smoke as a buddy for each student who enrolls in the program

The general roles and responsibilities of the first four partners are outlined below. Full details about tasks and contributions for principals, staff advisers, and peer leaders are listed in Appendices A to C, at the end of this section of the guide.

The roles and responsibilities of participants and buddies are explained both in the handouts they receive at the Recruitment Meeting and in the *Participant* and *Buddy Handbooks*.

1. **The Nova Scotia Department of Health, through Public Health Services or Addiction Services, will provide to each school**

- a 5-hour training session for peer leaders and staff advisers, including lunch
- 4 *Peer Leader's Guides* for peer leaders and the staff adviser
- 19 *Participant Handbooks*
- 19 *Buddy Handbooks*
- 1 personal CD player for a draw (incentive to stay smoke free at least four weeks) and five $20 music store gift certificates
- 27 stress balls for participants and their buddies in the program at Meeting 7, plus the peer leaders (co-sponsored by The Nova Scotia Teachers' Union)
- 20 posters advertising the program
- 60 personal invitations to join the program
- recognition certificates for participants, buddies, peer leaders, staff advisers
- support for the peer leaders and the staff adviser from a Public Health Services or Addiction Services staff person
- a personal letter of recommendation for each peer leader and staff adviser

Based on the literature, the highest percentage of smokers to enroll in a school-based stop smoking program would be 6%. Based on the 2001 smoking rates for 15–19 year olds in Nova Scotia, in a school of 1000, this would equal 16 smokers. Since not all 16 of these 15–19 year olds smoke daily, and peer leaders find it difficult to manage groups larger than 30, *No More Butts!* has been structured for groups of 4–15 students who smoke at least one cigarette a day, have smoked for at least 3 months, and are not using nicotine replacement therapy in any form. They each bring a fellow student who does not smoke, as their buddy.

2. **Principals of interested high schools agree to contribute**

- 1 staff member who enjoys working with students, is respected by the students, and, ideally, is an ex-smoker who has been smoke free for at least six months, to be a staff adviser
- 1 day of release time for the staff adviser to attend training with three peer leaders

- transportation to a local training session for the staff adviser and peer leaders
- a small budget from "student fees" to pay for sugarless gum, balloons, some photocopying, and a modest closing lunch celebration for students who remain in the program (items to be covered are listed in Appendix A at the end of this section of the guide)
- permission for peer leaders and enrolled participants to miss up to 20 minutes of class time to participate in the meetings if the school lunch period is less than 50 minutes long (students contribute 20 minutes of lunch time, school contributes 20 minutes of class time)

3. The Staff Adviser agrees to

- recruit three peer leaders who are "credible" with people who smoke in the school, who are not smokers—and ideally are ex-smokers who have been smoke free for at least six months
- arrange transportation for themselves and the peer leaders to attend a training day
- help peer leaders plan how to promote the program and recruit people interested in quitting; prepare for meetings; and complete and safely store attendance, sign-up, and evaluation forms
- provide support, motivation, and guidance to peer leaders as needed
- buy sugar-free bubble gum, balloons, "cope kit" materials and food for a closing celebration, using money from the school administration
- ensure that the staff person from Public Health or Addiction Services is invited at least three weeks in advance, to attend the last meeting to award recognition certificates, the CD player, and up to five $20 music store gift certificates, and collect attendance, sign-up, and evaluation forms

4. The Peer Leaders agree to

- read the *Peer Leader's Guide*
- attend a one-day training session during school hours
- promote the program within the school to recruit students who want to quit
- co-facilitate 15 forty-minute, lunch-time meetings, twice a week for 7 ½ weeks
- have participants mark the attendance form at the start of each meeting and complete one sign up and one program evaluation form
- give the attendance form, and sign-up and evaluation forms to staff from Public Health or Addiction Services at the last meeting

# Appendix A

## Principals of Interested High Schools—Roles and Responsibilities

- Provide one staff member as a staff adviser—someone who enjoys working with students and is respected by the students, and, ideally, is an ex-smoker who has been smoke free for at least six months.
- Provide one day of release time for the staff adviser to attend training with 3 peer leaders.
- Provide transportation to a local training session for staff adviser and peer leaders.
- Provide a small budget from "student fees" to pay for
  - 1 piece of Bristol board for group guidelines
  - up to 139 pieces of sugar-free gum for visualization and relaxation activities during meetings
  - up to 33 balloons for a stress reduction group activity
  - up to 200 pages of photocopying (attendance tickets and two letters from the group to school staff)
  - pizza or subs, and a beverage for a closing celebration for a maximum of 34 people—participants and buddies who have completed the program, peer leaders, and the staff adviser
- Give permission for peer leaders and enrolled participants to miss up to 20 minutes of class time to participate in the meetings if the school lunch period is less than 50 minutes long (students contribute 20 minutes of lunch time, school contributes 20 minutes of class time).

  Note: Once students stop attending the meetings they will not have an attendance ticket to entitle them to miss up to 20 minutes of class time. With no ticket, teachers will not release them from classtime.

# Appendix B

## Staff Adviser—Roles and Responsibilities

- Recruit 3 peer leaders who are "credible" with people who smoke in the school, who are not smokers—ideally, ex-smokers smoke free for at least six months—and in grade 11 or 12.
- Arrange transportation for you and the peer leaders to attend a local training day.
- Arrange with the peer leaders' teachers that the peer leaders may be excused from class for the training day plus a few minutes on meeting days to prepare, lead, and debrief after the meetings.
- Help peer leaders plan how to promote the program and recruit people interested in quitting; prepare for meetings; and complete and safely store attendance, sign-up, and evaluation forms.
- Arrange for a meeting room within the school (ideally always the same room).
- Arrange access to photocopying for peer leaders (not much needed).
- Help peer leaders create the schedule for the Recruitment Meeting and the 15 group meetings so that meetings
  - start on a Tuesday
  - are held every Tuesday and Thursday (except for Meeting 8 which will be a Wednesday)
  - don't have Quit Day before March Break
  - make sure Quit Day is on a Tuesday
- Assist with program promotion and distribute up to two information letters to other staff.
- Provide support, motivation, and guidance to peer leaders as needed.
- Be available during lunch meeting times in case the peer leaders need you. You are not expected to attend the meetings, only to be "on call."
- Arrange to check in with peer leaders briefly after the meetings to see how things went and arrange to meet at another time to problem-solve if necessary.
- Buy sugar-free bubble gum, balloons, "cope kit" materials, and food for the closing lunch celebration, using money from the school administration.

- Ensure that the staff person from Public Health Services or Addiction Services is invited at least three weeks in advance, to attend the last meeting to award recognition certificates, the five $20 music store gift certificates, and the CD player, and collect attendance, sign-up, and evaluation forms
- Fill in the names on the peer leader recognition certificate provided.

The Public Health Services or Addiction Services staff person working with your school will help address questions and concerns if they arise.

# Appendix C

## Peer Leader—Roles and Responsibilities

- Read the *Peer Leader's Guide.*
- Attend a one-day training session during school hours.
- Find other people in the school to help you create and use ways to promote the program in your school and refer people to the Recruitment Meeting (posters and invitations provided by the Nova Scotia Department of Health).
- Promote the program in the school for up to two weeks before the Recruitment Meeting.
- Lead one 30-minute Recruitment Meeting within one week of the program start.
- Co-facilitate 15 forty-minute lunch-time meetings, twice a week for 7 ½ weeks.
- Prepare for at least two of you to lead the meeting together, at least two days ahead of time by
  - reading the Meeting Plans and agreeing who will do what parts of the meeting
  - having handbooks, attendance forms, handouts, chalk, and pencils for the meetings
  - doing any photocopying (not much needed)
  - checking with the staff adviser to make sure you will have Bristol board, gum, balloons, "cope kits," stress balls, and food in time for the meetings
- Fill in names of participants and buddies on the appropriate recognition certificates (provided).
- Have participants and buddies mark the attendance form at the start of each meeting and complete one sign-up and program evaluation form.
- Give the attendance form, sign-up forms, and evaluation forms to staff from Public Health Services or Addictions Services at the last meeting.

# Peer Leader and Staff Adviser Training Day Agenda and Content

Thank you for agreeing to be a peer leader or a staff adviser with the *No More Butts!* stop smoking program.

The purpose of this section of the guide is to provide you with all the information you will learn or use during the training day. The training day usually involves up to four schools so you will get to meet and work with people from other schools. Training days are action packed, but peer leaders have always reported they have had fun and learned a lot.

All the information shared during the training day is included either in this section, the Meeting Plans section, or in the *Participant* or *Buddy Handbook*. All the information you need to do *No More Butts!* is provided. This training section is included so you can easily find any information or activities covered during training if you want to refer to them in the future.

If the information or activity covered in the agenda comes from the peer leader script in the Meeting Plans section of this guide or the *Participant* or *Buddy Handbook*, the meeting number where the item is used will be given in brackets.

If the material is just for your use as a peer leader or staff adviser, it will be included in full in this section of the guide.

We hope you enjoy the training and find it easy to refresh your memory as you take action as a peer leader or staff adviser.

All the best

## Training Day Agenda

| | |
|---|---|
| 9:30 | Welcome and Purpose of the Day |
| 9:33 | Warm Up Activity |
| 9:43 | Program Outline |
| 9:48 | Role of Staff Adviser and Peer Leaders |
| 9:53 | Agenda Review and Learner Needs Assessment |
| 9:58 | Information and Skills Related to Smoking and Quitting |
| 10:32 | Break |
| 10:39 | The Stages of Change |
| 10:54 | Small Group Activity: Tobacco Facts and Handbooks |
| 11:19 | Questions and Answers About Tobacco and the Process of Quitting |
| 11:21 | Information and Skills Related to Facilitating a Group |
| 12:10 | Trouble Shooting |
| 12:33 | Lunch |
| 1:00 | Preparing Peer Leader Presentations and concurrent Staff Adviser Meeting |
| 1:20 | Peer Leader's Group Presentations |
| 2:30 | Questions, Answers, and Closing |
| 2:37 | Training Day Evaluation |
| 2:42 | Return to School |

## Welcome and Purpose of the Training Day

Thank you for volunteering so students at your school who smoke and want to quit have access to a peer-led stop smoking program that had pilot results for student recruitment, and reduced tobacco consumption, as good as the best youth programs anywhere in the published literature.

*No More Butts!* helped 83% of people who were still in the program on Quit Day. Of those, 43% had quit smoking and 38% had cut their smoking by half or more. Most of the participants—83%— were also confident that the information and skills they learned in *No More Butts!*, if used, would help them to quit smoking or cut down in future. Participants also reported

- 91% learned skills that helped them quit smoking or cut down
- 87% learned information that helped them quit smoking or cut down
- 79% would recommend the program to their friends

The purpose of the day is for you to

1. Learn what to do, how to do it, and practice doing it so when you leave here you feel YOU CAN DO IT !
2. Feel confident that the information and activities needed to co-facilitate the meetings are included in the Meeting Plans and Handouts section of the *Peer Leader's Guide*, or in the *Participant* or *Buddy Handbooks*.
3. Enjoy doing activities, learning information and skills, and practicing group leadership skills with people your own age.

Warm Up Activity (Meeting 1)

Program Outline (Recruitment Meeting , Meeting 1)

Role of the Staff Adviser and Peer Leaders (*Peer Leader's Guide* pages 9–11)

Reason to Smoke and Reasons to Quit Smoking (Recruitment and Meeting 3)

Tobacco Facts and Telling It Like It Is (Meeting 3)

Understand Addiction (Meeting 2)

Cravings (Recruitment and Meeting 3)

The 4 Ds to Deal With Nic Fits (Recruitment and Meetings 3, 4, 5, 7, 10)

Positive Self Talk (Meeting 5)

Will I Blob? and Nutrition Tips (Meeting 4)

The Stages of Change (Recruitment and Meeting 4)

Learning from a Slip (Meeting 10)

Small Group Activity: Tobacco Facts and Handbooks

- A Quick Guide to Doing Something Else (Meeting 4)
- Handling Withdrawal Symptoms and Signs of Recovery (Meeting 5)
- Feelings About Quitting Smoking (Meeting 7)
- The Role of the Buddy (Meeting 2), How I Will Help My Friend Stop Smoking (Meeting 6 and 7)
- Planning to Quit for 24 Hours (Meeting 5)
- Planning For Quit Day (Meeting 6)
- Doing Something About Stress (Meeting 9)
- Changes Your Body Goes Through When You Quit (Meeting 7)
- Triggers to Smoke, Tips to Keep At It (Meeting 8)
- Remember for Next Time (Meeting 10)
- My Benefits of Being Smoke Free, Count the Cost (Meeting 11)
- Dear Teacher Letter (Meeting 1),
- Request for Teacher Support (Meeting 7)
- I Will Help My Buddy to be Smoke Free in the Future (Meeting 14)

## Group Guidelines and Confidentiality

Group Guidelines are created at Meeting 1. They help create an atmosphere of group trust, group responsibilty, and safety. Group guidelines are a list of the ways people in the group agree to act and treat each other, so everyone can get the most out of their time together. They help establish the expectations that everyone in the group is responsible for their behaviour and for how well the group works.

In your meetings, once the group agrees on their guidelines, you write them on Bristol board, have the participants sign the poster at Meeting 2 to agree to the guidelines, and take the poster to the rest of the meetings. That way, anyone in the group can refer to the guidelines poster if people are acting in a way that goes against the guidelines. Groups can also add more guidelines if situations arise where they need to agree how to respond as a group.

One group guideline you as peer leaders need to add, as a member of the group, is confidentiality. Your meetings will involve information sharing, group discussion, individual work, and teamwork. For the program to benefit everyone, people need to work together and feel free to express their thoughts and feelings openly, without worrying that they will be talked about outside the meeting.

Who is in the group, what is said in the group, and how people are doing in the group must not be discussed outside the sessions by leaders or participants. All information on the sign-up and attendance forms will be kept confidential and will only be shared with Public Health or Addictions Services, to evaluate the program.

The only exceptions to confidentiality will be if anyone in the group reveals abuse or threatens to harm themselves (suicide). You, as leaders, must report this to your staff adviser who will know how to provide or get support.

What you see here,
What you hear here,
Let it stay here,
When you leave here.

## Facilitating A Group

Skills needed to lead groups include active listening, questioning, empathy, problem solving, feedback, trouble-shooting, referral, and ethics.

### Active Listening

Active listening means totally focusing on the person, what they are saying, and what it means to them. It means shifting from me to you—from yourself to the other person—taking the time to really listen to them.

The skills for active listening spell **FELOR**

- F – **Face** the person you are listening to. This says I am willing to be with you.
- E – **Eye Contact** maintained. This says I am focusing on you and paying close attention.
- L – **Lean slightly toward the person or walk closer to their side of the room.** I am involved and interested in you.

**O – Open posture** to show you are receptive (rather than defensive).

**R – Relaxed manner** to show you are interested and taking time to listen.

## Questioning and Empathy

### Questioning

Questioning is a skill you use to help clarify feelings and situations without making the person feel like they are being put on the spot. Effective listeners must avoid some kinds of questions and learn how to use others.

Use open-ended questions instead of closed questions, which have "yes" or "no" answers.

"What is the weather like out today?" is an open-ended question that will help you understand more fully than a closed question like, "Is it sunny out?" A "no" answer to this closed question could mean all sorts of things—it is cloudy, raining, snowing, hailing. You would not know for sure what the speaker meant unless you asked more questions.

Open-ended questions can start with "what," "how," "when," and "where." Avoid using "why" questions because they can make people feel defensive.

### Empathy

Empathy is the ability to put yourself in the other person's shoes, to see things as they are seeing them, and to think with the person (not about him or her). Empathy is very important in relationships, especially helping relationships like being a peer leader.

When people in your group are trying to quit, they need to feel you are trying to understand how they are feeling and what they are going through.

We will be doing some activities later this morning to help us get a sense of how people in the process of quitting may feel at different times during the process.

Let's start putting ourselves in their shoes by reading the Meeting 7 activity, *Feelings About Quitting Smoking* on page 43 of the *Participant Handbook*.

As peer leaders it is important to show that you are trying to see things from the participant's perspective, and to think with him or her.

Listen for feeling and content.

Respond to show your understanding, or check if you are unsure.

Never judge the participants.

## Problem Solving and Constructive Feedback

As peer leaders, you'll probably have to problem solve to promote and lead the meetings together and to respond to situations which arise during the meetings. The problem solving process is shown below. Participants have a similar process included in *Learning From A Slip* (Meeting 10).

**The Problem Solving Process**

1. Define the problem
2. Explore the issue and generate possible options or solutions
3. Evaluate the options by considering

   —how you will feel

   —how it will affect others

   —how it will affect the future
4. Choose an option and act
5. Evaluate the results—Did it work? If not, then go back to step 1.

There may be times when you may need to let people in the group, other peer leaders, or the staff adviser know how their behaviour affects you. Use the problem solving process to figure out how to proceed. Then communicate this using constructive feedback.

Whether the feedback is positive or negative, the same guidelines apply.

It's important to remember that the purpose of construcutive feedback is to improve the situation.

**How to Give Construcutive Feedback**

1. Start with a positive statement related to the person's behaviour, or the situation you want to address.
2. Describe the person's behaviour without judging.
3. Take into account both your needs and theirs.
4. Make sure the feedback is directed toward a behaviour the person can do something about, not something over which they have no control.
5. Time it well, as soon after the behaviour as possible, but depending on the person's readiness to hear it and support available from others.
6. Describe the impact the person's behaviour is having on you or the group.
7. Suggest a solution to improve the situation.

8. Allow a response before moving on.
9. If the proposed solution is not acceptable, problem solve with the people or person involved to come up with another option.

**The Constuctive Feedback Formula**

1. Start with a positive.
2. Describe the behaviour without judging.
3. Describe the impact of the behaviour.
4. Suggest a solution to improve the situation.
5. Allow a response.
6. Problem solve together to agree on an option if the proposed solution is not acceptable.

For example:

Positive feedback—"It's great that so many people participate in group discussions because your participation makes the meetings more useful and interesting. Please keep sharing ideas and answers whenever you feel comfortable doing it."

Negative feedback—"We really appreciate the effort that people have been making to get to the meetings on time. But when a few people consistently come late and we wait while you are getting seated, sometimes it's hard to pick up where the group left off. It would be great if everyone could make the effort to come on time, or tell a peer leader why it is a problem, so we can figure out a way to make it possible for you to be here on time. Is that something we can agree on?"

You also want to give feedback to encourage group members to contribute to the group. One way is to acknowledge their contribution with eye contact and a nod, smile, or thank you. Avoid judging their answer with a "good answer" because if you don't say it to everyone, others may feel their answer wasn't "good."

### Trouble Shooting

We will now use the problem solving approach to develop and chose options to deal with the following situations that may arise.

Extra space is provided so you can write in options from today that you want to remember:

1. **people consistently coming late and meetings can only last 40 minutes**

2. **how peer leaders can deal with side conversations when someone is speaking during the meeting**

3. **people not participating in group discussions or activities**

4. **peer leaders not preparing for their part of the meetings**

Your staff adviser will be "on call" during meeting times in case you need help to deal with the group or an individual. In most cases you will probably not need them during the meeting. However, you may want to discuss an issue with them before the next meeting.

## Referral and Ethics

Peer leaders must uphold the rule of confidentiality and never repeat what a group member has said outside the group meeting. However, we are only able to train you to promote and lead *No More Butts!*

If a situation arises with a group member where they want your help with issues other than quitting smoking, let them know the situation is not something you have been trained to handle. Refer them to the staff adviser or guidance counselor and do not repeat what you were told.

The exception to confidentiality is when someone may harm themselves or is being abused. In this case, refer to the group guidelines poster (developed at Meeting 1), and tell the person you must tell the staff adviser immediately. Invite them to come with you so they can speak to the staff adviser or guidance counselor themselves. Once you, or they, have disclosed the threat to harm or the abuse to the adult, leave the participant alone with the adviser or counselor.

## Preparing Peer Leader Presentations (concurrent staff adviser meeting content in Appendix B)

1. Turn to the Meeting Plans section of this guide and look up your group's activity in the Meeting number specified below:

   Group 1. *The Role of the Buddy* & completion of *Attendance Forms*—See Meetings Plans, Meeting 2 page 59

   Group 2. *Why You Smoke*—See Meetings Plans, Meeting 2 pages 61–63

   Group 3. *Coping With Cravings* & *Pack Tracks*—See Meetings Plans, Meeting 3 pages 69–70

   Group 4. Recruiting People Who Want to Quit (or who are thinking about quitting)

   — **See** "Promoting No More Butts! in Your School", in Appendix A page 25 of this Training Notes section. It contains information to help you and others student committees create promotional materials that will work *in your school*, including sample text.

   Then decide how you will promote *No More Butts!* in your school for up to two weeks before the Recruitment Meeting. Keep it simple, doable, and inexpensive, because you may have as little as a week to get the promotion materials ready.

   Fill in the "No More Butts! Promotion Planning Form" at the end of Appendix A and be ready to present from it,

   - the different ways you are going to promote *No More Butts!* in your school, how you will use them, and when
   - the type of people or groups you will recruit in your school to help you do the promotion
   - the *No More Butts!* poster and invitation from the Nova Scotia Department of Health
   - a sample PA announcement you would use
   - if you have time, the content of a poster, flyer, or invitation, made just for people who smoke in your school

2. Groups 1–3, read over the activity in the Meeting Plans section. Then read the pages in the handbook(s) or handouts which you will use in your meeting activity.

   Group 4, read Appendix A at the end of this section, page 25.

3. Groups 1–3, decide as a group who will do what to present the activity to the large group. You will have 15 minutes to present the activity and have the people in the large group actually do whatever is included in your activity.

   Group 4, fill in the "*No More Butts!* Promotion Planning Form". Then decide who will present what part of it to the large group during your 15-minute presentation.

4. People in the large group will be your program participants and buddies, so figure out what materials they will need, and any materials you will have to give them, so they can do the activity. They all have the ***Participant*** and ***Buddy Handbook***. In this room you will find pencils, flipchart paper, markers, and tape to use instead of a black board or chalk.

   Group 4, you will need a sample poster and invitation to show the group

5. Decide which peer leader(s) will do what part of the activity.

6. Prepare any headings on flipchart pages that you would do on the blackboard before the meeting starts at school.

7. Groups 1–3, start your presentation by reading the item or items listed in the Meeting Purpose that apply to the activity you are going to facilitate.

   Group 4, the purpose of the promotion is to get daily smokers to come to the Recruitment Meeting to learn more about the program, to see if they are ready to quit, and to sign up if they are ready.

## Tips for Leading Group Activities

Look at the group (eye contact).

Lift your chin and speak to the group in a louder voice than usual, and more slowly than you usually speak—so they can hear you and understand what you are saying.

Smile.

Give them one instruction and then wait until they do that part before giving them the next piece of information. For example, say "Break into two teams, one in front of each flipchart page," then wait. Once they are standing in two groups in front of their flipchart page, then tell them what their task is and how long they have to do it.

Have one peer leader be the timekeeper so each activity does not go longer than the time in the Meeting Plans. They can signal you when the time is almost up so you can wrap up that part of the meeting. The meetings are very busy and you cannot keep the group more than 40 minutes.

When you go to the room to do the lunch time meeting, have one leader write any headings on the board that you need for the meeting. While they are doing this, the other two get the participants and buddies to fill in the Attendance Form as quickly as possible.

Be yourself.

Have fun!

## Peer Leader Group Presentations (15 minutes each)

1. *The Role of the Buddy* & completion of *Attendance Forms*—Meetings Plans, Meeting 2
2. *Why I Smoke*—Meetings Plans, Meeting 2
3. *Coping With Cravings* & *Pack Tracks*—Meetings Plans, Meeting 3
4. Recruiting People Who Want to Quit (or who are thinking about quitting)

## Training Day Evaluation

**Number a Post-it Note from 1–8 and answer the following questions. Then put the Post-it Note on the flipchart at the front of the room and stand behind your chair.**

1. List any skills you learned, or improved upon, today.

2. Do you feel you have enough information to promote *No More Butts!* to people who smoke? If not, what do you need? (Staff advisers, do you have enough to help?)

3. Do you feel you have enough information to co-facilitate the meetings? If not, what do you need? (Staff adviser, do you have enough to support the leaders?)

4. Write one choice that best describes how prepared you feel to co-facilitate a group (or be a supportive staff adviser):

   well prepared    quite prepared    prepared    not prepared

5. Write one choice that best describes how confident you are that all the information and activities needed to co-facilitate the meetings are included in the Meeting Plans and Handouts section of this guide, or in the *Participant* or *Buddy Handbooks*:

   very confident    quite confident    confident    not confident

6. Write one choice that best describes how you enjoyed doing activities, learning information and skills, and practicing group leadership skills today:

   a lot    quite a bit    some    not at all

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7. What worked for you today?

8. What needs to be improved?

Thank you for being a peer leader or staff adviser. We know you are busy people and we greatly appreciate the time and effort you have agreed to give to this program.

*No More Butts!* can only be offered to students in your school because you were kind and caring enough to volunteer. All the best!

# Appendix A

## Promoting *No More Butts!* in Your School

In its first year, *No More Butts!* had results equal to the best youth stop smoking programs in the published literature for participant recruitment and reduced tobacco consumption.

Eighty-one percent (81%) of participants in the program on Quit Day were smoke free (43%) or had cut down by half or more (38%) by the end of the program.

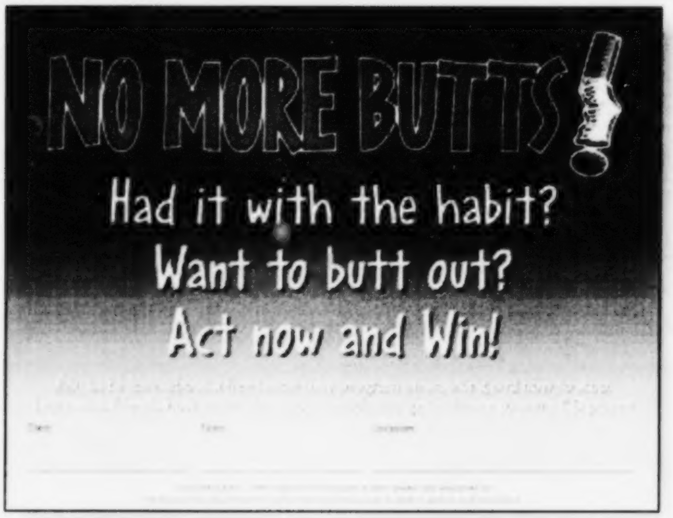
Even when everyone who signed up and came to one or more meetings is included, 30% were smoke free and 29% cut down by half or more.

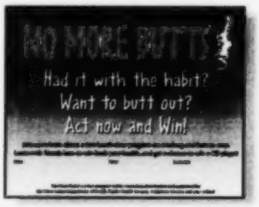
So we know *No More Butts!* works … and it has been improved with student input since its first year.

Having a program that works makes promotion a lot easier.

## Promotional Materials

Twenty *No More Butts!* promotional posters and 60 personal invitations are provided for each school. Individual invitations to people who smoke and might want to quit, and posters on school bulletin boards and other places where students "hang out" in the school and community, are two of the best ways to recruit people.


NO MORE BUTTS!
Had it with the habit?
Want to butt out?
Act now and Win!


NO MORE BUTTS!
Had it with the habit?
Want to butt out?
Act now and Win!

You need to decide on other realistic ways to promote *No More Butts!* in your school for up to two weeks before the Recruitment Meeting. You may only have a week after the training to get your promotion materials ready, so keep it simple and "doable." The staff adviser may be able to get a little money from the principal to pay for paper, poster paper, and paint, but keep the plans simple and inexpensive.

Use existing groups and resources in the school to help you promote *No More Butts!*—students' council, spirit committee, dance committee, newspaper committee, radio station, the PA, video display or announcements, school radio or TV station, assemblies, pep rallies, sport events, and websites—as well as staff meetings to promote it with teachers and guidance counsellors.

The goal of the promotion is to get daily smokers to come to the Recruitment Meeting to learn more about the program, see if they are ready to quit, and sign up if they are ready.

Ideas for promotions that work, and sample content for announcements, posters, and invitations follow in the next two sections. At the end there is a "*No More Butts!* Promotion Planning Form" that peer leaders (and the staff adviser if they are involved) can use to quickly plan how and when to promote *No More Butts!*, and who will be responsible for making sure things get done.

## Promotions That Work In Schools

**Word of mouth**—go to the smoking area or cafeteria with the personal invitations. Ask anyone who is thinking about quitting smoking to take an invitation, and bring a friend to the Recruitment Meeting, to see if they want to be part of the program.

**Getting people who are interested in quitting to recruit their friends**, and come with a friend

**Advertising by peer leaders** over the PA, on school video displays and video announcements, on school radio stations, or in brief classroom presentations; announcements or skits at assemblies, pep rallies, and school sporting events; and on school websites.

**Eye-catching posters made by the dance committee or the spirit committee** to motivate people to come to the Recruitment Meeting to learn about *No More Butts!* Inside washroom doors, the cafeteria, lobby, and near the doors that lead to smoking areas are good places to put posters.

**Recruitment/marketing meeting** that includes incentives to attend (the Recruitment Meeting Plan, including the peer leader script, fun activities with bubblegum, and handouts, is included in the Meeting Plans section of this guide starting on page 37).

**Asking people to refer students to the program**—teachers, Guidance staff, Teen Health Centre staff, and Public Health Nurses or Addictions Services staff who visit the school can refer students they have met with who have said they wish they could stop smoking.

**Doing a short presentation about *No More Butts!* at a staff meeting.** Then asking staff who know students who have said they want to quit, to refer them to the program. This is also an easy way to let teachers know that students with an Attendance Ticket have an excused absence from class for up to 20 minutes.

## Sample Announcements—up to two weeks before the Recruitment Meeting

For use with the PA, video display screens, websites, school video and radio station, and school newsletter ads.

*"You say you want to quit smoking but feel you can't. Have we got the program for you! Lunch-time meetings with a group of students who want to quit, led by trained student leaders, with lots of activities, gum, and prizes—as well as support from a friend.*

No More Butts! *about it.*

*If you smoke at least one cigarette every day, come to room ______ on ______ (day) at ______ (time) to see if you want to join* No More Butts! *Bring a friend who wants to quit too. The first 15 to sign up are in."*

---

*"Has smoking become a drag? Thinking of quitting? Great. Go for it.*

*If you smoke at least one cigarette every day, come to room ______ on ______ (day) at ______ (time) to see if you want to join* No More Butts!

*The meetings are twice a week at lunch, are led by trained student leaders, and have lots of activities, gum and prizes.*

*Bring a friend who wants to quit too. The first 15 to sign up are in."*

---

*"Eight out of 10 teens say they will not date someone who smokes. Tired of smelling like smoke, and spending your money on cigarettes?*

*If you smoke at least one cigarette every day, come to room ______ on ______ (day)*

*at ______ (time) to see if you want to join* No More Butts!

*The meetings are held twice a week at lunch, led by trained student leaders, and have activities, gum, and prizes.*

*Bring a friend who wants to quit too. The first 15 to sign up are in."*

### Sample Announcement—One Day Before Recruitment Meeting

*"Time is running out.* No More Butts! *about it.*

*If you think you want to quit smoking, and you smoke at least one cigarette every day, find out about* No More Butts!

*Come tomorrow at ______ (time) in room ______ The first 15 to sign up are in."*

### Sample Announcement—Day of the Recruitment Meeting

*"Today's the day.* No More Butts! *about it.*

*If you think you want to quit smoking, and you smoke at least one cigarette every day, come to room ______ today at ______ (time). The first 15 to sign up are in."*

### Content for Posters, Flyers, or Invitations Made at Your School

Include any designs or text that will work to attract students who smoke cigarettes daily *at your school*. Just be sure to include the following information somewhere in the design:

- *"No More Butts!"*
- "if you smoke at least one cigarette every day, have smoked for the last three months, and are not using nicotine replacement therapy"
- "if you want to quit" or "if you have been thinking about quitting"
- "group meetings at lunch, led by trained students, with lots of activities, gum, and prizes"
- "date, time, and place of the Recruitment Meeting"

## *No More Butts!* Promotion Planning Form

1. List the different ways you are going to promote *No More Butts!* in your school, how you will use them, and which peer leader(s) will take responsibility to make sure it happens. (The staff adviser may agree to be responsible for some of the ideas, such as presenting to a staff meeting, or putting notices in staff mailboxes.)

| The Way | How and when we will use them | Peer Leader Name |
|---|---|---|
| *No More Butts!* posters (20) | post them up to two weeks before Recruitment Meeting (fill in the kinds of places you will put them below) | Katherine |
| | | |
| | | |
| | | |
| | | |
| *No More Butts!* invitations (60) | give them out starting up to two weeks before the Recruitment Meeting by getting (fill in kinds of people below) to go to (fill in the places in school/community below) | Shaun |
| | | |
| | | |
| | | |
| | | |

*Continued on the next page*

## *No More Butts!* Promotion Planning Form

List your other ideas below:

| The Way | How and when we will use it | Peer Leader Name |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |
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| | | |

## *No More Butts!* Promotion Planning Form

2. List kinds of people or existing groups in the school that the peer leader(s) responsible (with help from the staff adviser) can ask to help make, produce, air, post, or give out the promotion ideas in question 1.

| Idea | People or groups |
|---|---|
| 20 *No More Butts!* Posters | peer leaders put up |
| 60 *No More Butts!* invitations | peer leaders, or people who used to smoke, give them out in (fill in areas of the school here) |
| | |
| | |
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| | |
| | |

*Continued on the next page*

## *No More Butts!* Promotion Planning Form

3. Write sample PA announcements, video display text, or video announcement text that would attract attention yet be short enough to be remembered at your school.

*Continued on the next page*

## *No More Butts!* Promotion Planning Form

*Continued on the next page*

## *No More Butts!* Promotion Planning Form

4. Write sample content for a poster, flyer, or invitation that would work in your school.

# Appendix B

## Staff Adviser Roles and Responsibilities

— Recruit 3 peer leaders who are "credible" with people who smoke in the school, who are not smokers—ideally, ex-smokers smoke free for at least six months—and in grade 11 or 12.

— Arrange transportation for you and the peer leaders to attend a local training day.

— Arrange with the peer leaders' teachers that the peer leaders may be excused from class for the training day plus a few minutes on meeting days to prepare, lead, and debrief after the meetings.

— Help peer leaders plan how to promote the program and recruit people interested in quitting; prepare for meetings; and complete and safely store attendance, sign-up, and evaluation forms.

— Arrange for a meeting room within the school (ideally always the same room).

— Arrange access to photocopying for peer leaders (not much needed).

— Help peer leaders create the schedule for the Recruitment Meeting and the 15 group meetings so that meetings
- start on a Tuesday
- are held every Tuesday and Thursday (except for Meeting 8 which will be a Wednesday)
- don't have Quit Day before March Break
- make sure Quit Day is on a Tuesday

- Assist with program promotion and distribute up to two information letters to other staff.

- Provide support, motivation, and guidance to peer leaders as needed.
- Be available during lunch meeting times in case the peer leaders need you. You are not expected to attend the meetings, only to be "on call."
- Arrange to check in with peer leaders briefly after the meetings to see how things went and arrange to meet at another time to problem-solve if necessary.

- Buy sugar-free bubble gum, balloons, "cope kit" materials, and food for the closing lunch celebration, using money from the school administration.

- Ensure that the staff person from Public Health Services or Addiction Services is invited at least three weeks in advance, to attend the last meeting to award recognition certificates, the CD player, and up to five $20 music store gift certificates, and collect attendance, sign-up, and evaluation forms.

The Public Health Services or Addiction Services staff person working with your school will help address questions and concerns if they arise.

# Recruitment Meeting—within one week of the program start

## Meeting Purpose

Participants will

- identify the benefits of smoking and quitting
- learn about cravings and one way to overcome them
- review the program outline, including the need for a buddy
- decide where they are in the Stages of Change and if they are interested in joining the program
- learn how to sign up for the program

## Get ready at least 2 days before the meeting

✓ Book room with blackboards and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

✓ Fill in the start date and meeting days on the *Program Outline* (copy in the *Handouts* section starting on page 149 of this guide).

📄 Photocopy 20–40 double-sided copies of the *Program Outline* (first item in the *Handouts* section).

📄 Photocopy 20–40 copies of *How Ready Are You to Quit?* (second item in the *Handouts* section).

✎ Borrow pencils from the school office for students who don't bring pens.

✓ Arrange with staff in the Guidance Office for a place where sign-up forms can be passed in and for someone to make sure that the forms are available for the peer leaders to pick up.

✓ Talk to your staff adviser about who will get the sugar-free bubblegum needed for the meeting.

# RECRUITMENT MEETING • 2

## Take to meeting

✓ sugarless bubble gum for the number of people you think will come (up to 40)

✓ 20–40 copies of the *Program Outline*

✓ 20–40 copies of *How Ready Are You to Quit?*

✓ 2 pieces of chalk

✓ pencils to lend to people who didn't bring them

## Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other, with the blackboards at the opening of the circle.

✎ Write 2 sets of these two headings—"reasons to smoke" and "reasons to quit" —on two different boards in the room.

✎ Write on the board—"Welcome to *No More Butts!*
43% smoke free
38% cut down half or more"

**Good luck. You'll be great!**

## Meeting Start

> *"Welcome. We are really glad you are here. If you are thinking that you want to quit smoking or cut down—we have the program for you! In its pilot year, 2002, 81% of people in* No More Butts! *on Quit Day were smoke free (43%) or had cut the amount they smoked in half or more (38%) by the end of the program. And* No More Butts! *has been improved with input from students since then."*
>
> *"Before we talk about our program, let's look at your reasons for smoking and your reasons for wanting to quit."*

## Pros and Cons of Smoking (5 minutes)

**Divide the circle in half to form two teams.**

**Ask each group to go stand in front of a different blackboard with the two headings written on it — "Reasons to Smoke" and "Reasons to Quit"**

**Ask** *"Who can write clearly and fast on the board?"* **Give one volunteer from each team a piece of chalk.**

**Tell each team** *"You have 3 minutes from the time I say 'go' to write as many reasons as you can under both headings. Let's see which team can get the most reasons. 'Go.'"*

**After 90 seconds, if they haven't done so, ask them to start on their second heading.**

**After 90 more seconds, yell** *"stop."*

**Start with the team with the most answers.**

**Read the "reasons to smoke" answers from that team aloud and ask the volunteer from the other team to put a check next to similar answers on their lists.**

**Then read all the unmarked answers on the second team's list.**

**Now have this team volunteer read their "reasons to quit" list while the volunteer from the first team checks similar answers.**

**Then read all the unmarked answers on the other team's list.**

**Now ask everyone to sit down.**

*"As you can see, people believe smoking helps meet some of their needs. In the process of quitting, you really have to have reasons* ***you*** *want to quit. Reasons that are important to you—not just your boyfriend or girlfriend, your parents, coach, teachers. When* ***your*** *reasons for wanting to quit are greater than your reasons for wanting to smoke, then you are ready to prepare and take action in the process of quitting. Take a minute now to read our lists of reasons. Think about which reasons apply to you and whether your reasons for quitting are more important to you than your reasons for smoking."*

**After 1 minute, start the next section.**

## Coping with Cravings (3 minutes)

*"One of the things that may keep people from trying to quit, or being able to stay smoke free, is the craving or urge to smoke. Some people don't believe they can get through that craving without a cigarette. But you can. The craving may be caused by your body's need for more of the drug nicotine that it has come to depend on. Or it may be triggered by a situation, place, time, or feelings you have come to associate with smoking—like at breaks, after a meal, at a party, when you are bored, angry, or frustrated, or when you want to relax."*

*"But guess what? That craving will go away in 1½–5 minutes whether you smoke or not. And the longer the time between cigarettes, the less strong the craving will be. Eventually the craving or urge will be gone."*

*"Picture the craving for a cigarette like a trying to blow a big bubble gum bubble— it grows slowly as you blow gently, getting bigger and bigger. When you think you can't stand the craving any longer, it pops like the bubble. The craving fades away like the bubble when the air goes out of it slowly."*

"No More Butts! *offers you the chance to learn about your relationship with cigarettes, to find new ways to get your needs met without smoking, to practise coping in these situations without smoking, and to keep trying different ways until you find what works for you. You won't have to stop smoking until Meeting 7. By then you will have learned and practised ways to cope that work for you as well as ways to reduce withdrawal symptoms if you have any. You will have lots of support from the friend you find to be your buddy and who comes to all the meetings with you, as well as from the other people in the group. The first 15 people to sign up are in, and we will start* No More Butts! *on* ........................................ *."*

FILL IN DAY AND TIME HERE

**Relaxation (5 minutes)**

*"Before we get into the program outline, let's do two different relaxation exercises from the program that you can use anytime you are stressed—whether from life or the urge to smoke."*

*"First we'll do a basic relaxation technique while sitting in your chair:*

- *Stop what you are doing. Breathe in. Breathe out and relax your jaw.*
- *Reach over your head with your right arm and move it toward your left shoulder. Hold for 5 seconds.*
- *Reach over your head with your left arm and move it toward you right shoulder. Hold for 5 seconds.*
- *Drop your shoulders and let your hands hang down by your side.*
- *Lift you shoulders towards your ears and hold for 5 seconds. Drop your shoulders and relax for 10 seconds. Repeat 2–3 times.*

- *Slowly turn your head to the left and hold for 10 seconds. Slowly turn your head to the right and hold for 10 seconds. Then rotate your chin in a circle 3 times one way, and then 3 times the other way.*
- *Breathe in slowly for 5 seconds. Breath out, like sighing, through your mouth for 5 seconds.*

*"Can you feel a difference in the tension in your jaw, neck, and shoulders?*

*Oxygen is a mood modifier that can both energize and relax the brain. After 5 deep breaths you should notice a change in feeling.*

- *Take a deep breath in through your nose for 5 seconds filling your stomach, ribcage, and chest with air. Breathe out through your mouth or nose for 10 seconds.*
- *If you feel dizzy, stop and move your arms to use the extra oxygen. With practice your body will get used to the extra oxygen. Every time you crave a cigarette, take a gentle deep breath. Within 5 breaths the craving will lessen...and you can deep breathe anywhere.*

  *Take another breath in for 5, out for 10 seconds*

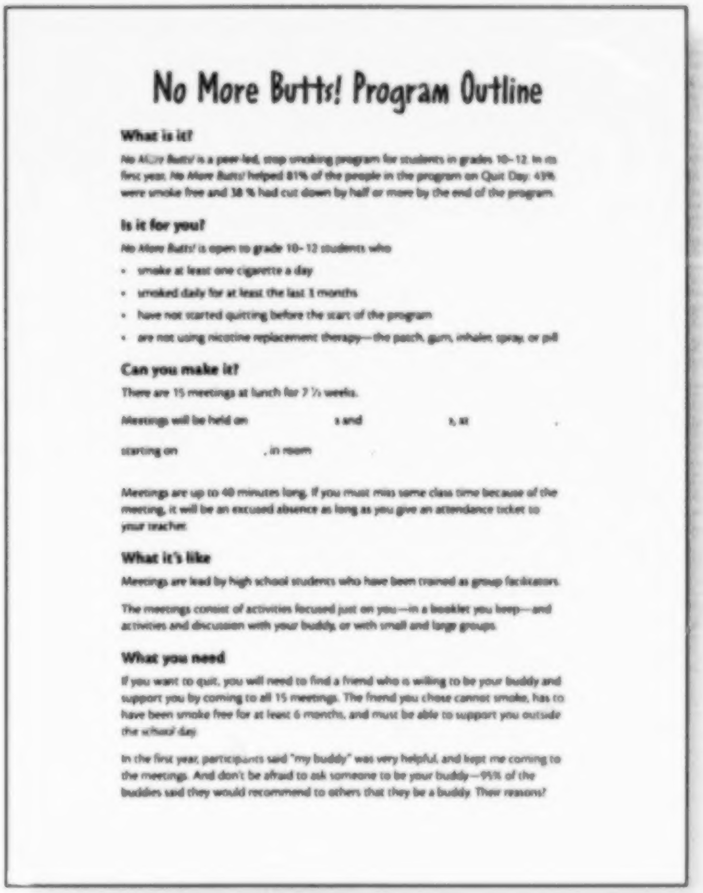
*"Who feels more relaxed? Does anyone feel dizzy? If you do, just move your arms now to use more oxygen. With practice your body will get used to the extra oxygen."*

*"Every time you crave a cigarette, or need to relax, take 5 slow gentle, deep breaths. They will lessen the craving, and keep you busy until the urge passes.*

*"Deep breathing is great because you can do it anywhere without anyone noticing."*

## What *No More Butts!* Is Like (5 minutes)

Pass out the *Program Outline* (copy in the *Handouts* section).



# No More Butts! Program Outline

**What is it?**

*No More Butts!* is a peer-led, stop smoking program for students in grades 10–12. In its first year, *No More Butts!* helped 81% of the people in the program on Quit Day: 43% were smoke free and 38 % had cut down by half or more by the end of the program.

**Is it for you?**

*No More Butts!* is open to grade 10–12 students who

- smoke at least one cigarette a day
- smoked daily for at least the last 3 months
- have not started quitting before the start of the program
- are not using nicotine replacement therapy—the patch, gum, inhaler, spray, or pill

**Can you make it?**

There are 15 meetings at lunch for 7 ½ weeks.

Meetings will be held on s and s, at .

starting on , in room

Meetings are up to 40 minutes long. If you must miss some class time because of the meeting, it will be an excused absence as long as you give an attendance ticket to your teacher.

**What it's like**

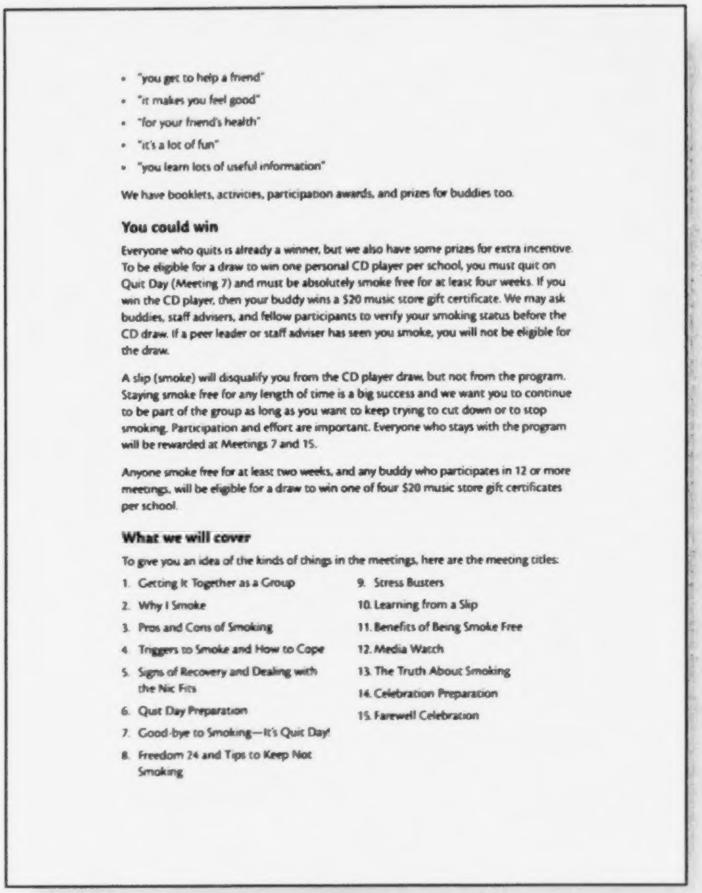
Meetings are lead by high school students who have been trained as group facilitators.

The meetings consist of activities focused just on you—in a booklet you keep—and activities and discussion with your buddy, or with small and large groups.

**What you need**

If you want to quit, you will need to find a friend who is willing to be your buddy and support you by coming to all 15 meetings. The friend you chose cannot smoke, has to have been smoke free for at least 6 months, and must be able to support you outside the school day.

In the first year, participants said "my buddy" was very helpful, and kept me coming to the meetings. And don't be afraid to ask someone to be your buddy—95% of the buddies said they would recommend to others that they be a buddy. Their reasons?



- "you get to help a friend"
- "it makes you feel good"
- "for your friend's health"
- "it's a lot of fun"
- "you learn lots of useful information"

We have booklets, activities, participation awards, and prizes for buddies too.

### You could win

Everyone who quits is already a winner, but we also have some prizes for extra incentive. To be eligible for a draw to win one personal CD player per school, you must quit on Quit Day (Meeting 7) and must be absolutely smoke free for at least four weeks. If you win the CD player, then your buddy wins a $20 music store gift certificate. We may ask buddies, staff advisers, and fellow participants to verify your smoking status before the CD draw. If a peer leader or staff adviser has seen you smoke, you will not be eligible for the draw.

A slip (smoke) will disqualify you from the CD player draw, but not from the program. Staying smoke free for any length of time is a big success and we want you to continue to be part of the group as long as you want to keep trying to cut down or to stop smoking. Participation and effort are important. Everyone who stays with the program will be rewarded at Meetings 7 and 15.

Anyone smoke free for at least two weeks, and any buddy who participates in 12 or more meetings, will be eligible for a draw to win one of four $20 music store gift certificates per school.

### What we will cover

To give you an idea of the kinds of things in the meetings, here are the meeting titles:

1. Getting It Together as a Group
2. Why I Smoke
3. Pros and Cons of Smoking
4. Triggers to Smoke and How to Cope
5. Signs of Recovery and Dealing with the Nic Fits
6. Quit Day Preparation
7. Good-bye to Smoking—It's Quit Day!
8. Freedom 24 and Tips to Keep Not Smoking
9. Stress Busters
10. Learning from a Slip
11. Benefits of Being Smoke Free
12. Media Watch
13. The Truth About Smoking
14. Celebration Preparation
15. Farewell Celebration

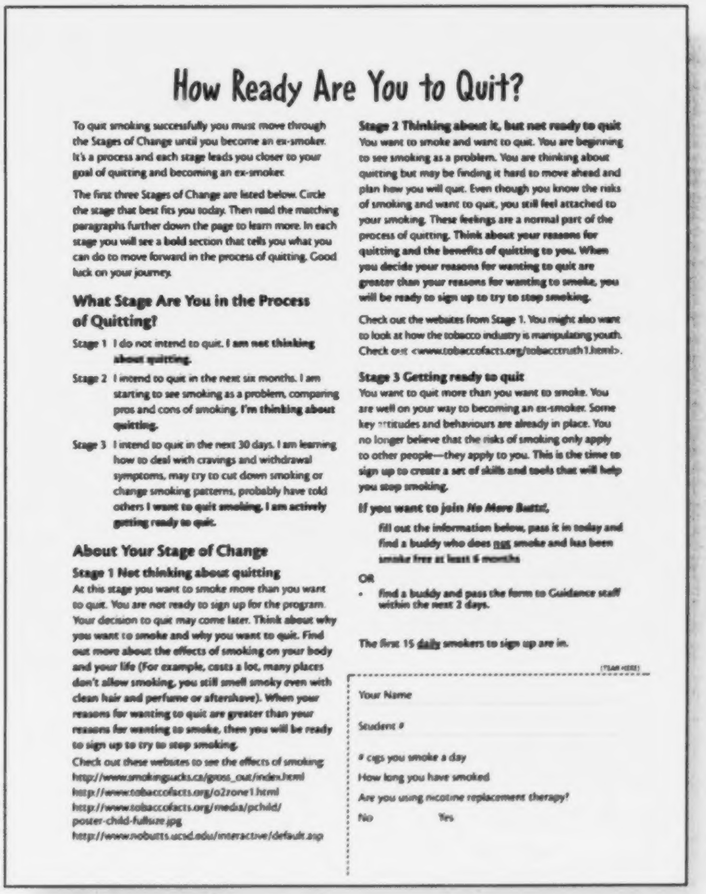
**Review it aloud with the group**

**Ask** *"Does anyone have questions about the program and how it works?"*

## How Ready Are You to Quit? (5 minutes)

Give Out *How Ready Are You to Quit?* (copy in the *Handouts* section).

Ask each participant, but not buddies, to take one.



# How Ready Are You to Quit?

To quit smoking successfully you must move through the Stages of Change until you become an ex-smoker. It's a process and each stage leads you closer to your goal of quitting and becoming an ex-smoker.

The first three Stages of Change are listed below. Circle the stage that best fits you today. Then read the matching paragraphs further down the page to learn more. In each stage you will see a **bold** section that tells you what you can do to move forward in the process of quitting. Good luck on your journey.

## What Stage Are You in the Process of Quitting?

Stage 1 I do not intend to quit. **I am not thinking about quitting.**

Stage 2 I intend to quit in the next six months. I am starting to see smoking as a problem, comparing pros and cons of smoking. **I'm thinking about quitting.**

Stage 3 I intend to quit in the next 30 days. I am learning how to deal with cravings and withdrawal symptoms, may try to cut down smoking or change smoking patterns, probably have told others **I want to quit smoking. I am actively getting ready to quit.**

## About Your Stage of Change

### Stage 1 Not thinking about quitting

At this stage you want to smoke more than you want to quit. You are not ready to sign up for the program. Your decision to quit may come later. **Think about why you want to smoke and why you want to quit. Find out more about the effects of smoking on your body and your life (For example, costs a lot, many places don't allow smoking, you still smell smoky even with clean hair and perfume or aftershave). When your reasons for wanting to quit are greater than your reasons for wanting to smoke, then you will be ready to sign up to try to stop smoking.**

Check out these websites to see the effects of smoking:
http://www.smokingsucks.ca/gross_out/index.html
http://www.tobaccofacts.org/o2rone1.html
http://www.tobaccofacts.org/media/pchild/poster-child-fullsize.jpg
http://www.nobutts.ucsd.edu/interactive/default.asp

### Stage 2 Thinking about it, but not ready to quit

You want to smoke and want to quit. You are beginning to see smoking as a problem. You are thinking about quitting but may be finding it hard to move ahead and plan how you will quit. Even though you know the risks of smoking and want to quit, you still feel attached to your smoking. These feelings are a normal part of the process of quitting. **Think about your reasons for quitting and the benefits of quitting to you. When you decide your reasons for wanting to quit are greater than your reasons for wanting to smoke, you will be ready to sign up to try to stop smoking.**

Check out the websites from Stage 1. You might also want to look at how the tobacco industry is manipulating youth. Check out <www.tobaccofacts.org/tobacctruth1.html>.

### Stage 3 Getting ready to quit

You want to quit more than you want to smoke. You are well on your way to becoming an ex-smoker. Some key attitudes and behaviours are already in place. You no longer believe that the risks of smoking only apply to other people—they apply to you. **This is the time to sign up to create a set of skills and tools that will help you stop smoking.**

**If you want to join *No More Butts!*,**

**fill out the information below, pass it in today and find a buddy who does not smoke and has been smoke free at least 6 months**

**OR**

- **find a buddy and pass the form to Guidance staff within the next 2 days.**

**The first 15 daily smokers to sign up are in.**

(TEAR HERE)

Your Name

Student #

# cigs you smoke a day

How long you have smoked

Are you using nicotine replacement therapy?

No Yes

> *"Before we close with a group contest, we have one last activity to help you see if* No More Butts! *is for you. When you are done* How Ready Are You to Quit?, *turn the page over on the desk so we'll know when everyone is finished."*

When all the pages are turned over, or after 5 minutes, give out sugar-free bubble gum.

## Closing (2 minutes)

> *"We want to close by helping you visualize that 1½–5 minute craving for a smoke. Remember it will go away even if you don't smoke. Deep breathing is a great way to imitate inhaling and exhaling—without the smoke—and the longer the time between cigarettes, the milder the craving."*
>
> *"Let's all put our gum in now and see who can blow the biggest bubble. Blow gently, getting bigger and bigger. Imagine that your urge for a smoke is growing with the bubble. It's so big, you think you can't stand it any longer. Then it pops! …and fades away. Who who had the biggest bubble?"*

**After the winner has been chosen:** *"Thank you for coming. If you are ready to join* No More Butts! *now, give us your How Ready Are You to Quit form. Otherwise, you have up to 2 days to give it to Guidance staff.*

*The first 15 people are in. The first meeting will be at …………… in room ………, on …………………………………."*

## After the meeting

- ✓ Collect the *How Ready Are You To Quit?* forms and put them in a safe place.
- ✓ Put the desks back.
- ✓ Go to Guidance to pick up other *How Ready Are You To Quit?* forms.
- ✓ The day before Meeting 1, fill in the meeting dates and locations on the *Teacher's Letter* (copy in *Handouts* section).
- Copy enough completed *Teacher's Letters* for the signed up participants and their buddies.
- ✓ Discuss with your staff adviser how you will get the items you will need for the rest of the program. For example, you will need masking tape and Bristol board for Meeting 1, items for Cope Kits and stress balls for Meeting 7, including gum for everyone, gum for Meeting 8, balloons for Meeting 9, and food for Meeting 15. The Department of Health provides stress balls for you to hand out, but your school must provide the rest of the items.

# MEETING 1

## Getting It Together as a Group

### Meeting Purpose

- introduce everyone
- review the program outline
- develop group guidelines and learn how to use them
- understand the importance of buddies and how to choose a buddy

### Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- ✓ Fill in the meeting dates and times in the *Letter to Teachers* (in the *Handouts* section at the end of this guide) and make enough copies for both participants and buddies.
- Photocopy and then cut out the attendance tickets (master page for copying in the *Handouts* section).
- Borrow pencils from the school office for students who don't bring pens.
- Ask your staff adviser to find a roll of masking tape for making peer leader name tags.
- Get a piece of Bristol board to make a good copy of Group Guidelines.

### Take to meeting

- ✓ handbooks for all buddies and participants
- ✓ attendance sheets (at the back of this guide)
- ✓ attendance tickets (one for each person)
- ✓ letters to teachers with meeting schedule (one for each person)
- ✓ a piece of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ masking tape nametag for each peer leader (write your first name on a piece of masking tape and put it on your shirt or sweater)

# MEETING • 1.2

## Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

✓ Put packages together for buddies and participants so you can hand them out quickly:

  Participants get *Participant Handbook*, teacher letter

  Buddies get *Buddy Handbook*, teacher letter

✓ Put on your name tag.

## Good luck—you'll be great!

## Meeting 1 Sign-in (10 minutes)

Two peer leaders have Attendance Forms. Ask people as they arrive if they are a participant who wants to quit or a buddy. Have *them* fill out the following information on the Attendance Forms.

### Ask Participants to

- print in their name in the "Participant" space
- fill in the number of cigarettes they smoked yesterday in the Meeting 1 "# cigs/yesterday" column

### Ask Buddies to

- print their name in the "Buddy" space below their partner
- put a check mark next to their name in the Meeting 1 column

As people are signed in, give them the *Participant* or *Buddy Handbook* with the letter to teachers and ask them to sit down. When everyone is seated, ask

> *"Please fill in the meeting column on the Attendance Form as soon as you come to each meeting—participants fill in the #cigs/yesterday, buddies put a check mark. This form is how the program's effectiveness is measured. It needs to be filled in every day you are here."*

## Introductions (10 minutes)

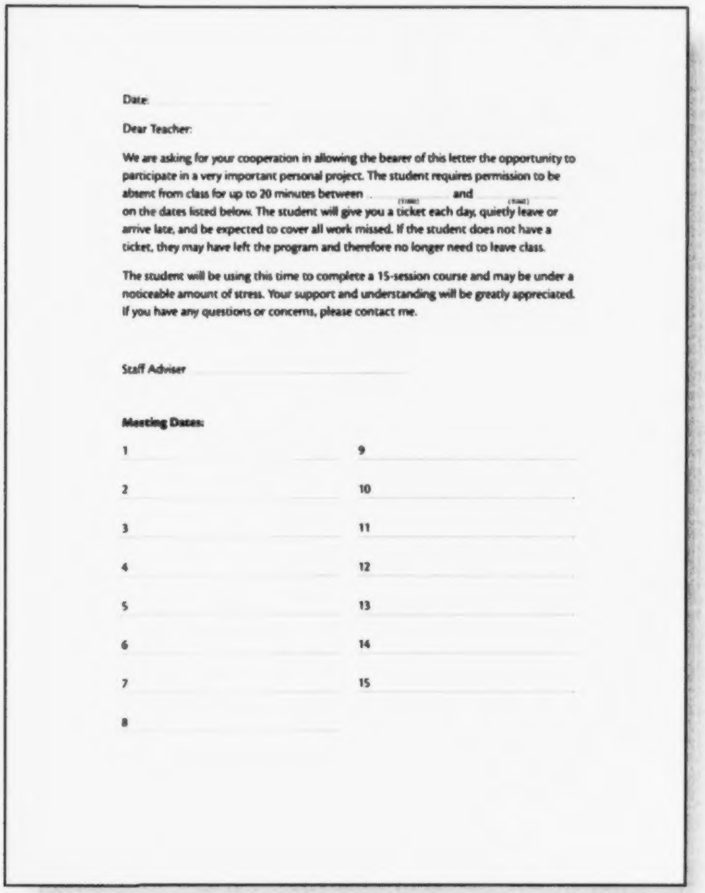
> *"Welcome. Let's start getting together as a group. Please write your name on the tent card page in the back of your handbook, tear the page out, fold it so your name can be seen by others, and put the tent card on your desk so everyone can see who is here."*
>
> *"Congratulations for taking the first step in quitting by coming today, and buddies for helping a friend to stop smoking."*

> *"Let's go around the circle to find out who is here. Please tell us:*
>
> - *your name*
> - *one thing about yourself that you are proud of (helped a friend, play an instrument or sport, wrote a song/poem/story, created a video, etc.)"*

**Show the *Participant* and *Buddy Handbooks*.**

> *"These handbooks have all the activities we will do during the meetings, as well as information to help you with the process of quitting smoking, or helping a friend to quit. Some of the activities or ideas may seem stupid, but people who do the activities, write their plans, and do the deep breathing to cope with the urge to smoke have the most success becoming and staying smoke free."*
>
> *"We use the handbooks at every meeting. You can take the handbook with you, but you need to bring it to all meetings. If you think you'll forget to bring it, write your name on the front cover now, and give it to one of the leaders before you leave the meeting today. We'll bring the books to the next meeting."*

**Review the letter to teachers including the meeting schedule.**



Date: ____________

Dear Teacher:

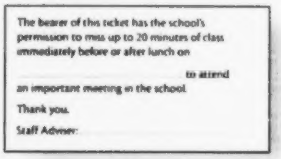
We are asking for your cooperation in allowing the bearer of this letter the opportunity to participate in a very important personal project. The student requires permission to be absent from class for up to 20 minutes between ____________ (time) and ____________ (time) on the dates listed below. The student will give you a ticket each day, quietly leave or arrive late, and be expected to cover all work missed. If the student does not have a ticket, they may have left the program and therefore no longer need to leave class.

The student will be using this time to complete a 15-session course and may be under a noticeable amount of stress. Your support and understanding will be greatly appreciated. If you have any questions or concerns, please contact me.

Staff Adviser ____________________

**Meeting Dates:**

1 ____________
2 ____________
3 ____________
4 ____________
5 ____________
6 ____________
7 ____________
8 ____________
9 ____________
10 ____________
11 ____________
12 ____________
13 ____________
14 ____________
15 ____________



The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

____________________ to attend an important meeting in the school.

Thank you.

Staff Adviser: ____________

*"Keep the letter to show to your teacher if you miss any class time today. Then the teacher will know you missed part of the class for a good reason. Keep the letter to show to other teachers if you miss time from different courses."*

*"Put the meeting dates in your school agenda tonight."*

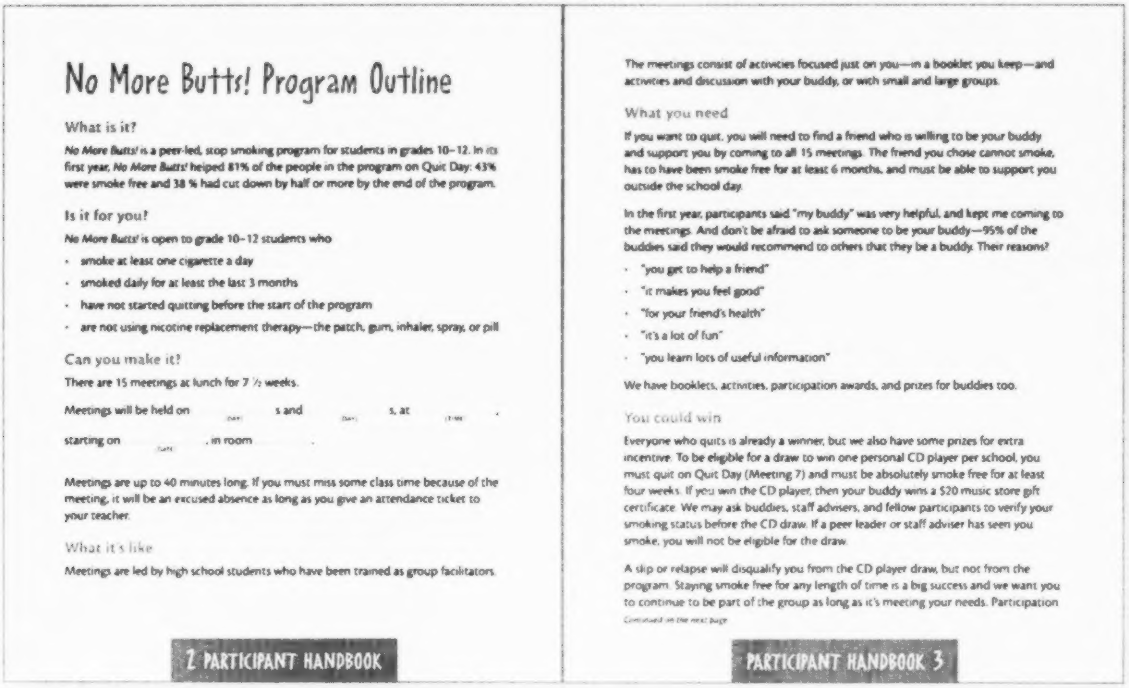
> *"We will give you an attendance ticket at the end of each meeting. Give the ticket to your teacher every time you miss class time for these meetings so it will be an excused absence."*

## Program Guidelines and Session Overview (5 minutes)

**Ask people to turn to the Program Outline on page 2 of the *Participant* and *Buddy Handbook*.**

> *"We are just going to go over this for anyone who was not at the Recruitment Meeting."*

**Read the outline aloud and ask if anyone has questions.**



### No More Butts! Program Outline

What is it?

*No More Butts!* is a peer-led, stop smoking program for students in grades 10–12. In its first year, *No More Butts!* helped 81% of the people in the program on Quit Day: 43% were smoke free and 38 % had cut down by half or more by the end of the program.

Is it for you?

*No More Butts!* is open to grade 10–12 students who

- smoke at least one cigarette a day
- smoked daily for at least the last 3 months
- have not started quitting before the start of the program
- are not using nicotine replacement therapy—the patch, gum, inhaler, spray, or pill

Can you make it?

There are 15 meetings at lunch for 7 ½ weeks.

Meetings will be held on ______ (Day) s and ______ (Day) s, at ______ (Time),

starting on ______ (Date), in room ______.

Meetings are up to 40 minutes long. If you must miss some class time because of the meeting, it will be an excused absence as long as you give an attendance ticket to your teacher.

What it's like

Meetings are led by high school students who have been trained as group facilitators.

2 PARTICIPANT HANDBOOK

The meetings consist of activities focused just on you—in a booklet you keep—and activities and discussion with your buddy, or with small and large groups.

What you need

If you want to quit, you will need to find a friend who is willing to be your buddy and support you by coming to all 15 meetings. The friend you chose cannot smoke, has to have been smoke free for at least 6 months, and must be able to support you outside the school day.

In the first year, participants said "my buddy" was very helpful, and kept me coming to the meetings. And don't be afraid to ask someone to be your buddy—95% of the buddies said they would recommend to others that they be a buddy. Their reasons?

- "you get to help a friend"
- "it makes you feel good"
- "for your friend's health"
- "it's a lot of fun"
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We have booklets, activities, participation awards, and prizes for buddies too.

You could win

Everyone who quits is already a winner, but we also have some prizes for extra incentive. To be eligible for a draw to win one personal CD player per school, you must quit on Quit Day (Meeting 7) and must be absolutely smoke free for at least four weeks. If you win the CD player, then your buddy wins a $20 music store gift certificate. We may ask buddies, staff advisers, and fellow participants to verify your smoking status before the CD draw. If a peer leader or staff adviser has seen you smoke, you will not be eligible for the draw.

A slip or relapse will disqualify you from the CD player draw, but not from the program. Staying smoke free for any length of time is a big success and we want you to continue to be part of the group as long as it's meeting your needs. Participation

*Continued on the next page*

PARTICIPANT HANDBOOK 3

## Group Guidelines (10 minutes)

*"Group Guidelines help create an atmosphere of group trust, group responsibility, and safety. We'll be working together for 15 meetings. Let's list the ways you want people to act and treat each other so we all get the most out of our 40 minutes together. I'll write your guidelines on the board now and when we agree to them as a group, we'll write them on a poster and bring them to the rest of the meetings. That way anyone in the group can refer us back to the guidelines poster if people are acting in a way that goes against the guidelines. We can also add more guidelines if situations arise where we need to agree how to respond as a group."*

*"One group guideline we as peer leaders need to add is confidentiality. Our meetings will involve information sharing, group discussion, individual work, and team work with buddies. For the program to benefit everyone, people need to work together and feel free to express their thoughts and feelings openly. Who is in the group, what is said in the group and how people are doing in the group are not to be discussed by leaders or participants outside the meetings. All information on the sign-up and attendance forms will be kept confidential and will only be shared with Public Health or Addictions Services to evaluate the program. The only exceptions to confidentiality will be if anyone reveals abuse or threatens to harm themselves (suicide). We as leaders must report this to our staff adviser who will know how to support you."*

*"What you see here,*
*What you hear here,*
*Let it stay here,*
*When you leave here.*

Ask the group to take 5 minutes to create a list of guidelines for how they want to act and treat each other during the meetings. Some ideas follow:

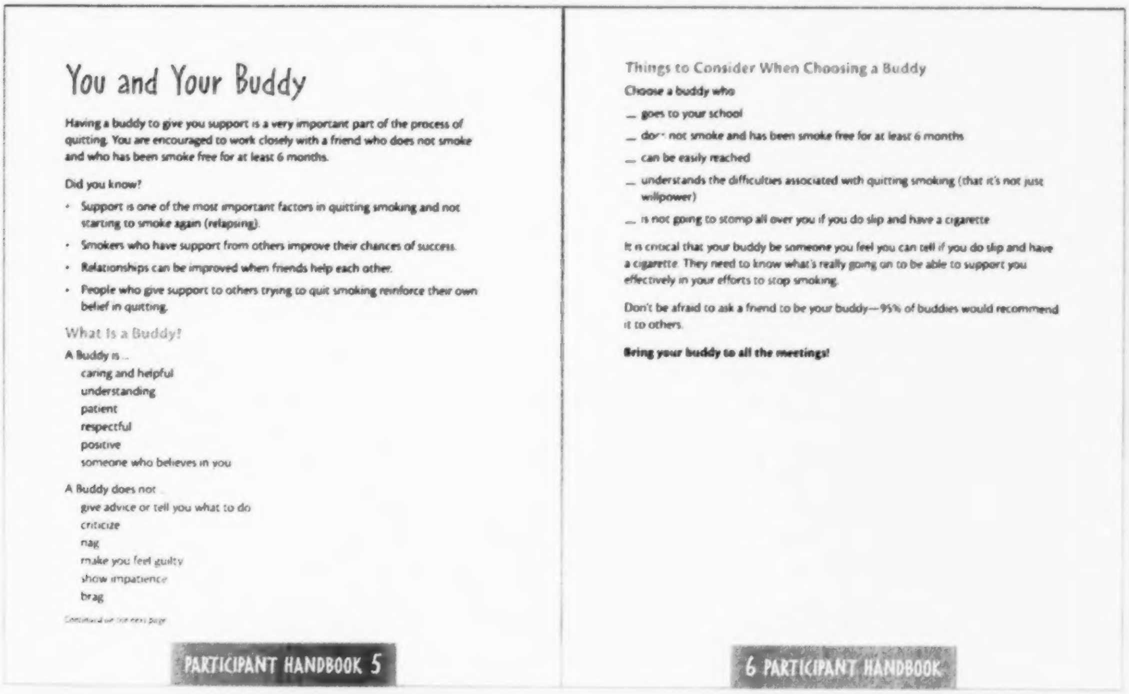
- start and end on time
- only one person talks at a time (since everyone has something important to say)
- no put-downs (especially regarding success or failure in not smoking)
- tell someone if you can't make it to the next meeting
- it's okay to pass if you don't want to share your thoughts with the group
- everyone will keep what happens in the meeting confidential

Ask if everyone agrees on the final list. Negotiate the guidelines if necessary.

After the meeting, rewrite the guidelines on Bristol board, leaving space at the bottom for more guidelines and for participants to sign. Bring the guidelines to all meetings. Refer to them if anyone doesn't act accordingly.

## Buddies (5 minutes)

*"Turn to You and Your Buddy on page 5 of your* Participant Handbook."



# You and Your Buddy

Having a buddy to give you support is a very important part of the process of quitting. You are encouraged to work closely with a friend who does not smoke and who has been smoke free for at least 6 months.

Did you know?

- Support is one of the most important factors in quitting smoking and not starting to smoke again (relapsing).
- Smokers who have support from others improve their chances of success.
- Relationships can be improved when friends help each other.
- People who give support to others trying to quit smoking reinforce their own belief in quitting.

### What Is a Buddy?

A Buddy is ...
  caring and helpful
  understanding
  patient
  respectful
  positive
  someone who believes in you

A Buddy does not ...
  give advice or tell you what to do
  criticize
  nag
  make you feel guilty
  show impatience
  brag

Continued on the next page

PARTICIPANT HANDBOOK 5

### Things to Consider When Choosing a Buddy

Choose a buddy who

_ goes to your school
_ does not smoke and has been smoke free for at least 6 months
_ can be easily reached
_ understands the difficulties associated with quitting smoking (that it's not just willpower)
_ is not going to stomp all over you if you do slip and have a cigarette

It is critical that your buddy be someone you feel you can tell if you do slip and have a cigarette. They need to know what's really going on to be able to support you effectively in your efforts to stop smoking.

Don't be afraid to ask a friend to be your buddy—95% of buddies would recommend it to others.

**Bring your buddy to all the meetings!**

6 PARTICIPANT HANDBOOK

**Read the page aloud.**

> *"Bring your buddy to all the meetings so they can*
>
> - *learn about why you smoke*
> - *learn what situations trigger your urge to smoke*
> - *help you develop, practise, and adjust plans for what to do in these situations instead of smoking*
> - *plan with you how you want to be supported as you quit"*
>
> *"Would anyone who doesn't have a buddy try to find one and bring them to the next meeting. It is really important to have a buddy who doesn't smoke to work with, and most friends would be pleased to be asked to help you."*

## Closing

> *"Our meeting today was really to start to get to know each other, figure out how we want to work together as a group, and look over the plans for the next 7 weeks. The next meeting will be all about* ***you****. The whole meeting will be* ***activities*** *to help you find out why you smoke, and to work with your buddy to start to plan how they can support you."*
>
> *"Does anyone have questions, or want to share any thoughts, or feelings about the session?"*
>
> *"Please put your name card in your book for the next meeting."*

**Thank people for coming.**

**Remind them of the time and place of the next session.**

**Give them an attendance ticket as they leave.**

# MEETING · 1.10

## After the meeting

- Put the desks back.
- Copy the Group Guidelines on to Bristol board to take to all the meetings. Leave enough room at the bottom for new guidelines and for everyone to sign at the start of Meeting 2.

## MEETING 2

# Why I Smoke

### Meeting Purpose

- explore the role of the buddy
- discover reasons why you smoke

### Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

📄 Copy enough Participant Sign-up Forms for participants (in *Handouts* section at the end of this guide).

📄 Copy enough Buddy Sign-up Forms for buddies (in *Handouts* section at the end of this guide).

✏ Borrow pencils from the school office for students who don't bring pens.

📄 Copy and cut out the attendance tickets.

✓ Write the group guidelines on a piece of Bristol board.

### Take to meeting

✓ handbooks for new buddies and participants

✓ attendance sheets

✓ *Participant Sign-up Forms* for participants

✓ *Buddy Sign-up Forms* for buddies

✓ Group Guidelines poster

✓ pencils to lend to people who didn't bring them

✓ one attendance ticket for each participant and buddy

# MEETING · 2.2

## Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

✓ Put packages together for new buddies and new participants so you can hand them out quickly:

- Participants get—*Participant Handbook*, teacher letter
- Buddies get—*Buddy Handbook*, teacher letter

✎ Write 2 headings on the board: "How to treat your partner" and "Things to do to support your partner."

## Good luck—you'll be great!

## Meeting 2 Sign In (5 minutes)

As people arrive, have them fill out the Attendance Form. It is important that participants fill in the #cigs/yesterday column.

Sign up new buddies and participants on the Attendance Form and give them their package.

Show new people the tent card page in their handbook. Ask them to fill it out, tear the page out of the handbook, fold it so their name is displayed, and put the tent card on their desk so everyone can see each other's names.

Show teacher letter and ask new members to write the dates in their school agenda.

Tell the group *"After you show each teacher the teacher letter once, attendance tickets should be given to the teacher before leaving class, or when arriving late. Attendance tickets will be given out at the end of each meeting."*

## Meeting Start (5 minutes)

Ask everyone to put their tent card on the desk.

Introduce yourselves to the group. *"Welcome back. Thank you buddies for being willing to give your time to help a friend."*

Go around the circle and have everyone introduce themselves.

Briefly review the group guidelines by holding up the poster and reading it aloud. Ask if any other guidelines need to be added. Then have everyone in the group sign the poster as a way to agree to follow the guidelines.

## Role of the Buddy (10 minutes)

*"The first part of today will focus on the buddy. The* Buddy Handbook *contains the activities you will do during the program as well as additional useful information to help your friend. Buddies, you can take the handbook but must bring it to all meetings. If you think you'll forget, write your name on the cover and give it to one of the leaders before you leave today."*

*"Buddy support was in the top two answers to what parts of the program were 'very helpful' and 'what kept people who wanted to*

*quit coming to the meetings.' Buddies, you can make a difference to your partner."*

Refer to the two headings you wrote on the board before the meeting:

"How to treat your partner"

"Things to do to support your partner"

**Ask buddies,** *"How do you think you should treat your partner?"*
Write their answers on the board.

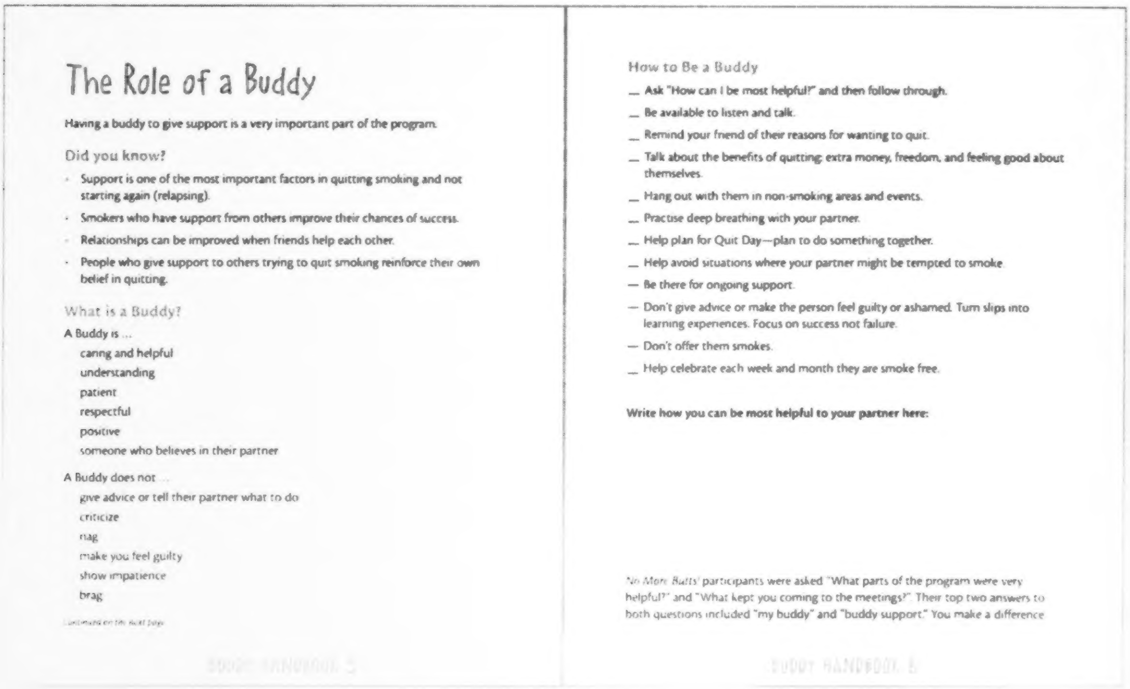
**Ask buddies,** *"What kinds of things could you do to support your partner?"*
Write their answers on the board.

**Ask participants:** *"Are the things listed how you would like to be treated and supported?"*

*"Is there anything else you want to add to the lists?"*

Write their answers on the board.

**Ask buddies and partners to** *"turn to The Role of A Buddy on page 5 of the* Buddy Handbook, *read it, and fill in at the bottom of the page, how the buddy will support their partner."*



## The Role of a Buddy

**Having a buddy to give support is a very important part of the program.**

### Did you know?

- Support is one of the most important factors in quitting smoking and not starting again (relapsing).
- Smokers who have support from others improve their chances of success.
- Relationships can be improved when friends help each other.
- People who give support to others trying to quit smoking reinforce their own belief in quitting.

### What is a Buddy?

A Buddy is ...
    caring and helpful
    understanding
    patient
    respectful
    positive
    someone who believes in their partner

A Buddy does not ...
    give advice or tell their partner what to do
    criticize
    nag
    make you feel guilty
    show impatience
    brag

*Continued on the next page*

BUDDY HANDBOOK 5

### How to Be a Buddy

__ Ask "How can I be most helpful?" and then follow through.
__ Be available to listen and talk.
__ Remind your friend of their reasons for wanting to quit.
__ Talk about the benefits of quitting: extra money, freedom, and feeling good about themselves.
__ Hang out with them in non-smoking areas and events.
__ Practise deep breathing with your partner.
__ Help plan for Quit Day—plan to do something together.
__ Help avoid situations where your partner might be tempted to smoke.
— Be there for ongoing support.
— Don't give advice or make the person feel guilty or ashamed. Turn slips into learning experiences. Focus on success not failure.
— Don't offer them smokes.
__ Help celebrate each week and month they are smoke free.

**Write how you can be most helpful to your partner here:**

*No More Butts!* participants were asked "What parts of the program were very helpful?" and "What kept you coming to the meetings?". Their top two answers to both questions included "my buddy" and "buddy support." You make a difference

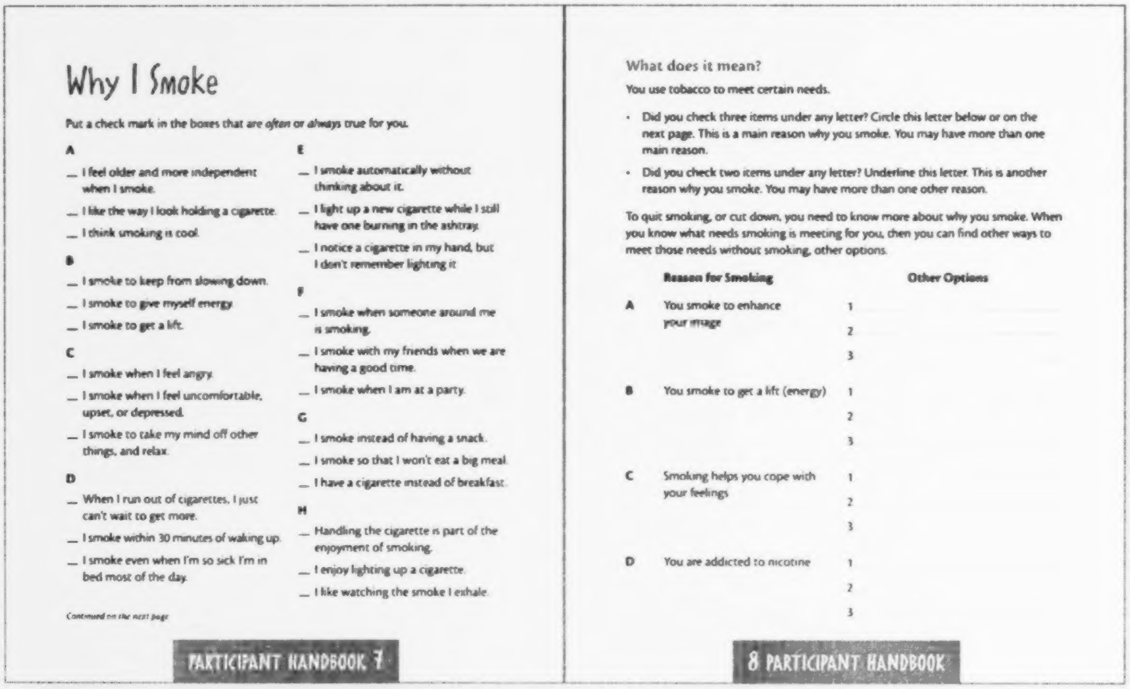
BUDDY HANDBOOK 6

## Why You Smoke (15 minutes)

*"Now it's time for people to find out why they smoke. Turn to Why I Smoke on page 7 of the* Participant Handbook.*"*

*"Take up to 5 minutes to mark your answers, and another 5 minutes with your buddy to figure out your main reasons for smoking."*

*"When you finish, review your main reasons for smoking with your buddy. Your buddy needs to know your smoking patterns to help you develop a plan to cope without smoking, and to support you with your plan."*



# Why I Smoke

Put a check mark in the boxes that are *often* or *always* true for you.

**A**

- _ I feel older and more independent when I smoke.
- _ I like the way I look holding a cigarette.
- _ I think smoking is cool.

**B**

- _ I smoke to keep from slowing down.
- _ I smoke to give myself energy.
- _ I smoke to get a lift.

**C**

- _ I smoke when I feel angry.
- _ I smoke when I feel uncomfortable, upset, or depressed.
- _ I smoke to take my mind off other things, and relax.

**D**

- _ When I run out of cigarettes, I just can't wait to get more.
- _ I smoke within 30 minutes of waking up.
- _ I smoke even when I'm so sick I'm in bed most of the day.

**E**

- _ I smoke automatically without thinking about it.
- _ I light up a new cigarette while I still have one burning in the ashtray.
- _ I notice a cigarette in my hand, but I don't remember lighting it.

**F**

- _ I smoke when someone around me is smoking.
- _ I smoke with my friends when we are having a good time.
- _ I smoke when I am at a party.

**G**

- _ I smoke instead of having a snack.
- _ I smoke so that I won't eat a big meal.
- _ I have a cigarette instead of breakfast.

**H**

- _ Handling the cigarette is part of the enjoyment of smoking.
- _ I enjoy lighting up a cigarette.
- _ I like watching the smoke I exhale.

*Continued on the next page*

PARTICIPANT HANDBOOK 7

### What does it mean?

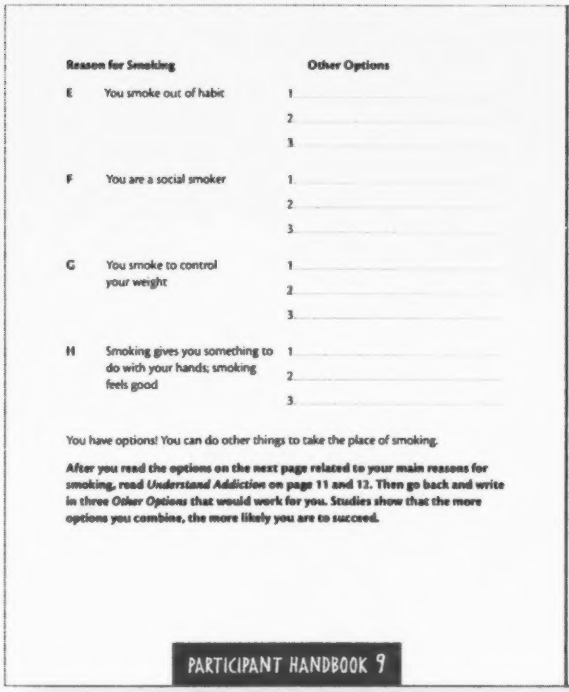
You use tobacco to meet certain needs.

- Did you check three items under any letter? Circle this letter below or on the next page. This is a main reason why you smoke. You may have more than one main reason.
- Did you check two items under any letter? Underline this letter. This is another reason why you smoke. You may have more than one other reason.

To quit smoking, or cut down, you need to know more about why you smoke. When you know what needs smoking is meeting for you, then you can find other ways to meet those needs without smoking, other options.

| | **Reason for Smoking** | | **Other Options** |
|---|---|---|---|
| **A** | You smoke to enhance your image | 1 | |
| | | 2 | |
| | | 3 | |
| **B** | You smoke to get a lift (energy) | 1 | |
| | | 2 | |
| | | 3 | |
| **C** | Smoking helps you cope with your feelings | 1 | |
| | | 2 | |
| | | 3 | |
| **D** | You are addicted to nicotine | 1 | |
| | | 2 | |
| | | 3 | |

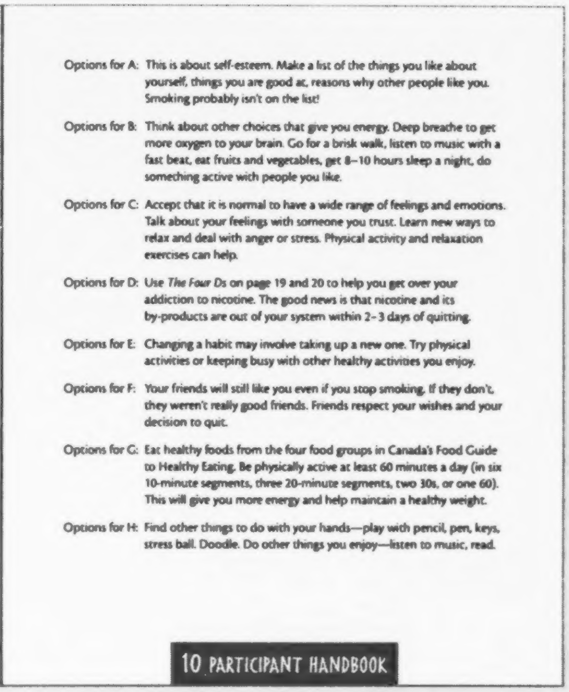
8 PARTICIPANT HANDBOOK



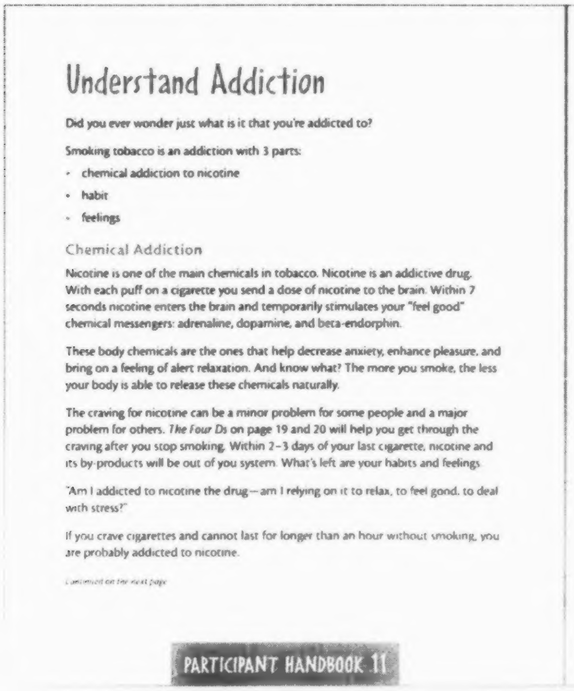
| | Reason for Smoking | Other Options |
|---|---|---|
| **E** | You smoke out of habit | 1 ______ |
| | | 2 ______ |
| | | 3 ______ |
| **F** | You are a social smoker | 1 ______ |
| | | 2 ______ |
| | | 3 ______ |
| **G** | You smoke to control your weight | 1 ______ |
| | | 2 ______ |
| | | 3 ______ |
| **H** | Smoking gives you something to do with your hands; smoking feels good | 1 ______ |
| | | 2 ______ |
| | | 3 ______ |

You have options! You can do other things to take the place of smoking.

**After you read the options on the next page related to your main reasons for smoking, read *Understand Addiction* on page 11 and 12. Then go back and write in three *Other Options* that would work for you. Studies show that the more options you combine, the more likely you are to succeed.**



| | |
|---|---|
| Options for A: | This is about self-esteem. Make a list of the things you like about yourself, things you are good at, reasons why other people like you. Smoking probably isn't on the list! |
| Options for B: | Think about other choices that give you energy. Deep breathe to get more oxygen to your brain. Go for a brisk walk, listen to music with a fast beat, eat fruits and vegetables, get 8–10 hours sleep a night, do something active with people you like. |
| Options for C: | Accept that it is normal to have a wide range of feelings and emotions. Talk about your feelings with someone you trust. Learn new ways to relax and deal with anger or stress. Physical activity and relaxation exercises can help. |
| Options for D: | Use *The Four Ds* on page 19 and 20 to help you get over your addiction to nicotine. The good news is that nicotine and its by-products are out of your system within 2–3 days of quitting. |
| Options for E: | Changing a habit may involve taking up a new one. Try physical activities or keeping busy with other healthy activities you enjoy. |
| Options for F: | Your friends will still like you even if you stop smoking. If they don't, they weren't really good friends. Friends respect your wishes and your decision to quit. |
| Options for G: | Eat healthy foods from the four food groups in Canada's Food Guide to Healthy Eating. Be physically active at least 60 minutes a day (in six 10-minute segments, three 20-minute segments, two 30s, or one 60). This will give you more energy and help maintain a healthy weight. |
| Options for H: | Find other things to do with your hands—play with pencil, pen, keys, stress ball. Doodle. Do other things you enjoy—listen to music, read. |



# Understand Addiction

Did you ever wonder just what is it that you're addicted to?

Smoking tobacco is an addiction with 3 parts:

- chemical addiction to nicotine
- habit
- feelings

## Chemical Addiction

Nicotine is one of the main chemicals in tobacco. Nicotine is an addictive drug. With each puff on a cigarette you send a dose of nicotine to the brain. Within 7 seconds nicotine enters the brain and temporarily stimulates your "feel good" chemical messengers: adrenaline, dopamine, and beta-endorphin.

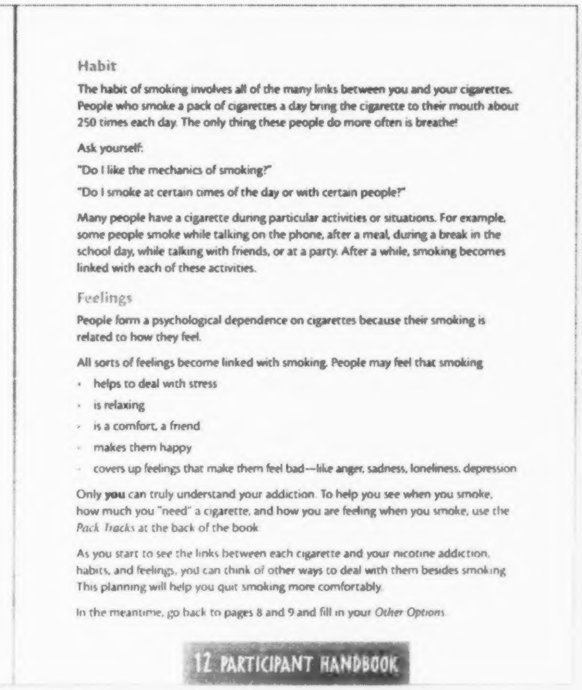
These body chemicals are the ones that help decrease anxiety, enhance pleasure, and bring on a feeling of alert relaxation. And know what? The more you smoke, the less your body is able to release these chemicals naturally.

The craving for nicotine can be a minor problem for some people and a major problem for others. *The Four Ds* on page 19 and 20 will help you get through the craving after you stop smoking. Within 2–3 days of your last cigarette, nicotine and its by-products will be out of you system. What's left are your habits and feelings.

"Am I addicted to nicotine the drug—am I relying on it to relax, to feel good, to deal with stress?"

If you crave cigarettes and cannot last for longer than an hour without smoking, you are probably addicted to nicotine.

*Continued on the next page*



## Habit

The habit of smoking involves all of the many links between you and your cigarettes. People who smoke a pack of cigarettes a day bring the cigarette to their mouth about 250 times each day. The only thing these people do more often is breathe!

Ask yourself:

"Do I like the mechanics of smoking?"

"Do I smoke at certain times of the day or with certain people?"

Many people have a cigarette during particular activities or situations. For example, some people smoke while talking on the phone, after a meal, during a break in the school day, while talking with friends, or at a party. After a while, smoking becomes linked with each of these activities.

## Feelings

People form a psychological dependence on cigarettes because their smoking is related to how they feel.

All sorts of feelings become linked with smoking. People may feel that smoking

- helps to deal with stress
- is relaxing
- is a comfort, a friend
- makes them happy
- covers up feelings that make them feel bad—like anger, sadness, loneliness, depression

Only **you** can truly understand your addiction. To help you see when you smoke, how much you "need" a cigarette, and how you are feeling when you smoke, use the *Pack Tracks* at the back of the book.

As you start to see the links between each cigarette and your nicotine addiction, habits, and feelings, you can think of other ways to deal with them besides smoking. This planning will help you quit smoking more comfortably.

In the meantime, go back to pages 8 and 9 and fill in your *Other Options*.

After 10 minutes, ask the group to take up to 5 minutes to read Kinds of Addiction on page 11 of the *Participant Handbook* then fill in their own "Other Options" on the Why I Smoke pages. Ask them to turn their booklets over on the desk when they are done.

When all the handbooks are turned over, or after 5 minutes, ask the group:

> *"If you found out anything about why you smoke that you didn't know, raise your hand."*
>
> *"How will what you learned today help you when you are getting ready to stop smoking?"*

## Closing (5 minutes)

Remind the group of the next meeting time and place.

Give out the participant and buddy sign-up forms.

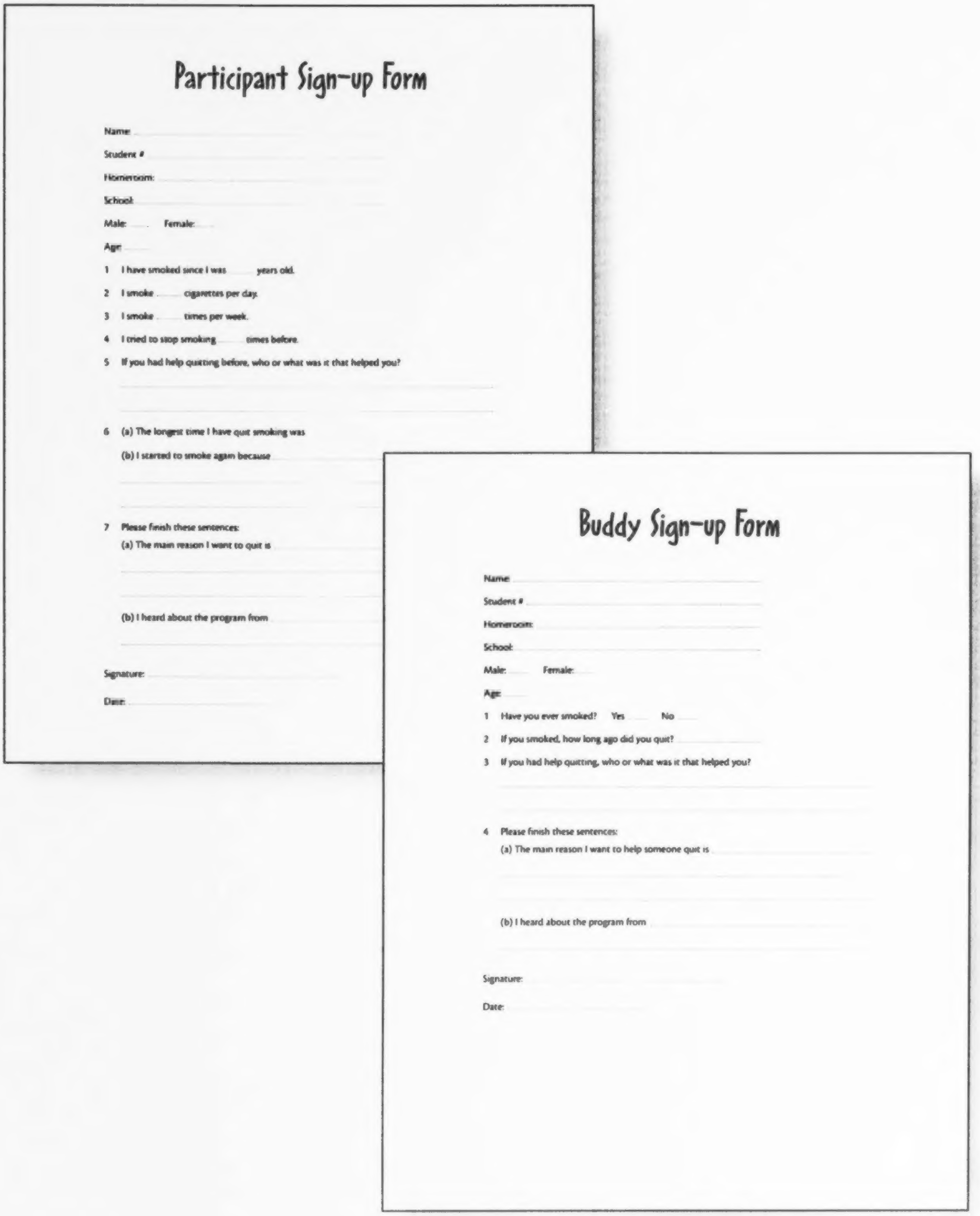
> *"Please take a minute now to fill out the sign-up form and give it to a leader so you can get an attendance ticket for the next meeting. Today is the last day that new people who want to quit can join the program."*

Give an attendance ticket to each person who gives you a sign-up form.

## After the meeting

- ✓ Put the desks back.
- ✓ Read the participant and buddy sign-up forms to learn about their smoking history and previous quit attempts.
- ✓ Give the sign-up forms to the staff adviser to keep until the end of the program.
- ✓ Find a small clear plastic pop or water bottle and someone who can give you ½ cup of molasses.
- ✓ Put the molasses in the bottle and bring it to the next meeting.

# MEETING • 2.8



## Participant Sign-up Form

Name: ______

Student # ______

Homeroom: ______

School: ______

Male: ______ Female: ______

Age: ______

1 I have smoked since I was ______ years old.

2 I smoke ______ cigarettes per day.

3 I smoke ______ times per week.

4 I tried to stop smoking ______ times before.

5 If you had help quitting before, who or what was it that helped you?

6 (a) The longest time I have quit smoking was

(b) I started to smoke again because ______

7 Please finish these sentences:

(a) The main reason I want to quit is ______

(b) I heard about the program from ______

Signature: ______

Date: ______

---

## Buddy Sign-up Form

Name: ______

Student # ______

Homeroom: ______

School: ______

Male: ______ Female: ______

Age: ______

1 Have you ever smoked? Yes ______ No ______

2 If you smoked, how long ago did you quit? ______

3 If you had help quitting, who or what was it that helped you?

4 Please finish these sentences:

(a) The main reason I want to help someone quit is ______

(b) I heard about the program from ______

Signature: ______

Date: ______

# MEETING 3

# Pros and Cons of Smoking

## Meeting Purpose

- identify the pros and cons of smoking
- describe the health and social consequences of smoking
- learn four ways to cope with the urge to smoke
- practise deep breathing and relaxation
- learn how to use Pack Tracks

## Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring pens.
- ✓ Make tar jar – ½ cup molasses in a small, clear, plastic pop, juice or water bottle

## Take to meeting

- ✓ 2 attendance sheets
- ✓ 2 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ tar jar

## Set up meeting

- ✓ Arrange desks in a semi-circle so everyone can see each other.
- Write two sets of these two headings on two different boards in the room: "reasons to smoke" and "reasons to quit."

**Now that all the forms are filled in, you can focus on facilitating the activities and discussions. Good luck!**

## Meeting 3 Start

Ask people to mark the attendance sheet as they come in.

## Pros and Cons of Smoking (20 minutes)

> *"We did this activity at the Recruitment Meeting, but we want to do it again so we can learn why people here smoke and why they want to quit. That way, we'll all know where people in the group are coming from."*

Divide the circle in half to form two teams. Ask each group to go stand in front of a blackboard with two headings on it. Ask *"who can write clearly and fast on the board."* Give one volunteer from each team a piece of chalk.

Then tell each team: *"You have 3 minutes from the time I say 'go' to write as many reasons as you can under both headings. Let's see which team wins. 'Go.'"*

After 90 seconds, if they haven't done so, ask them to start on their second heading.

After 90 more seconds, yell *"stop."*

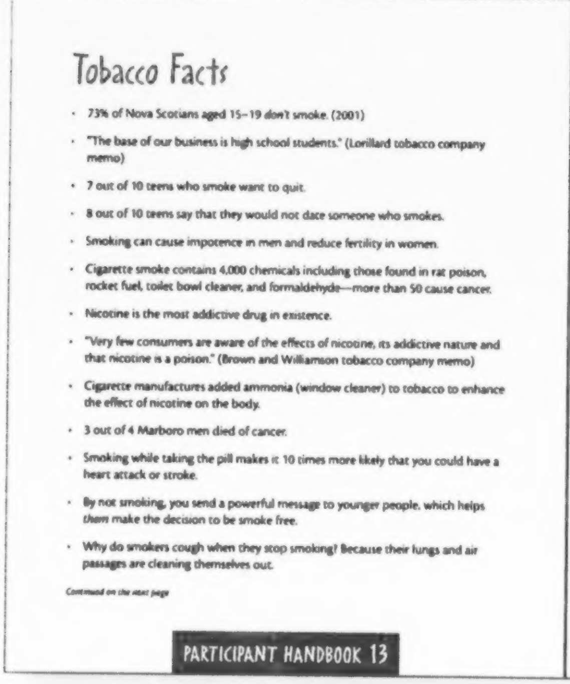
Start with the team with the most answers. Read the "reasons to smoke" from that team aloud and ask the volunteer from the other team to put a check next to similar answers on their lists. Then read all the unmarked answers on the second team's list. Now have this team volunteer read their "reasons to quit" list while the volunteer from the first team checks similar answers.

Then read all the unmarked answers on the other team's list.

Ask the group to give their team a cheer and sit down.

> *"Before you decide you own pros and cons of smoking and quitting, take 5 minutes to read the Tobacco Facts and Telling It Like It Is with your buddy on pages 13–16 in the* Participant Handbook *and pages 7–10 in the* Buddy Handbook. *Circle those things you have experienced in Telling It Like It Is."*

After 5 minutes or all the books are turned over, ask *"did anyone learn anything new?"*



## Tobacco Facts

- 73% of Nova Scotians aged 15–19 *don't* smoke. (2001)
- "The base of our business is high school students." (Lorillard tobacco company memo)
- 7 out of 10 teens who smoke want to quit.
- 8 out of 10 teens say that they would not date someone who smokes.
- Smoking can cause impotence in men and reduce fertility in women.
- Cigarette smoke contains 4,000 chemicals including those found in rat poison, rocket fuel, toilet bowl cleaner, and formaldehyde—more than 50 cause cancer.
- Nicotine is the most addictive drug in existence.
- "Very few consumers are aware of the effects of nicotine, its addictive nature and that nicotine is a poison." (Brown and Williamson tobacco company memo)
- Cigarette manufactures added ammonia (window cleaner) to tobacco to enhance the effect of nicotine on the body.
- 3 out of 4 Marboro men died of cancer.
- Smoking while taking the pill makes it 10 times more likely that you could have a heart attack or stroke.
- By not smoking, you send a powerful message to younger people, which helps *them* make the decision to be smoke free.
- Why do smokers cough when they stop smoking? Because their lungs and air passages are cleaning themselves out.

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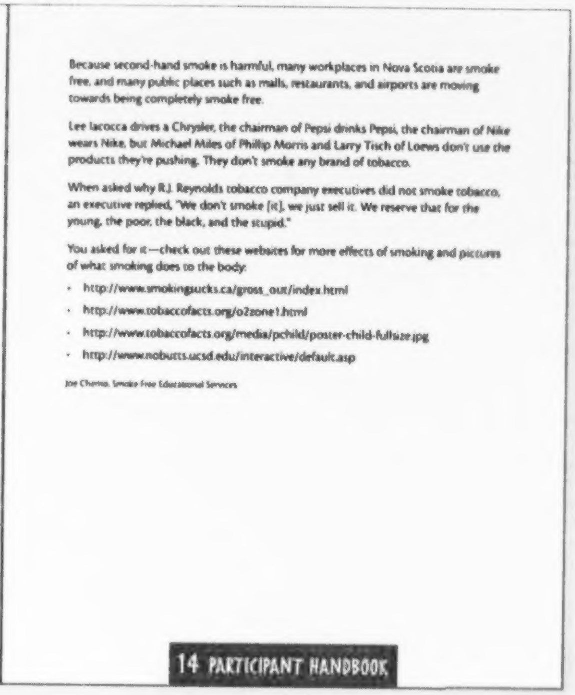
PARTICIPANT HANDBOOK 13



Because second-hand smoke is harmful, many workplaces in Nova Scotia are smoke free, and many public places such as malls, restaurants, and airports are moving towards being completely smoke free.

Lee Iacocca drives a Chrysler, the chairman of Pepsi drinks Pepsi, the chairman of Nike wears Nike, but Michael Miles of Phillip Morris and Larry Tisch of Loews don't use the products they're pushing. They don't smoke any brand of tobacco.

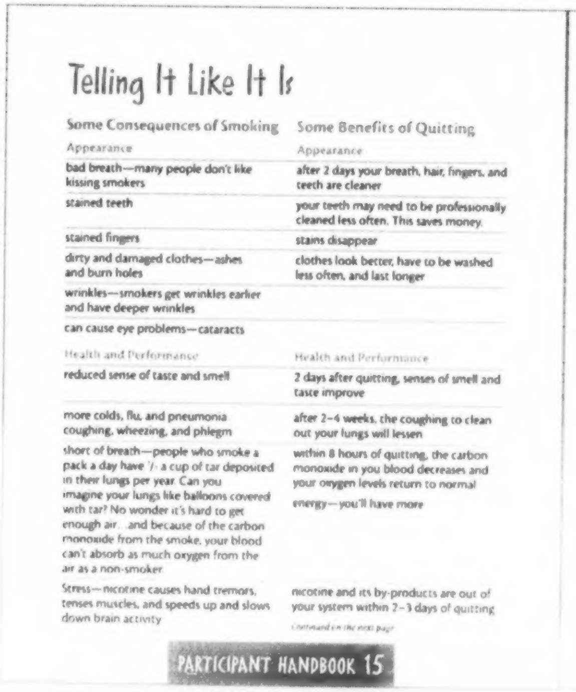
When asked why R.J. Reynolds tobacco company executives did not smoke tobacco, an executive replied, "We don't smoke [it], we just sell it. We reserve that for the young, the poor, the black, and the stupid."

You asked for it—check out these websites for more effects of smoking and pictures of what smoking does to the body:

- http://www.smokingsucks.ca/gross_out/index.html
- http://www.tobaccofacts.org/o2zone1.html
- http://www.tobaccofacts.org/media/pchild/poster-child-fullsize.jpg
- http://www.nobutts.ucsd.edu/interactive/default.asp

Joe Chemo, Smoke Free Educational Services

14 PARTICIPANT HANDBOOK



## Telling It Like It Is

| Some Consequences of Smoking | Some Benefits of Quitting |
|---|---|
| Appearance | Appearance |
| bad breath—many people don't like kissing smokers | after 2 days your breath, hair, fingers, and teeth are cleaner |
| stained teeth | your teeth may need to be professionally cleaned less often. This saves money. |
| stained fingers | stains disappear |
| dirty and damaged clothes—ashes and burn holes | clothes look better, have to be washed less often, and last longer |
| wrinkles—smokers get wrinkles earlier and have deeper wrinkles | |
| can cause eye problems—cataracts | |
| Health and Performance | Health and Performance |
| reduced sense of taste and smell | 2 days after quitting, senses of smell and taste improve |
| more colds, flu, and pneumonia coughing, wheezing, and phlegm | after 2–4 weeks, the coughing to clean out your lungs will lessen |
| short of breath—people who smoke a pack a day have [illegible] a cup of tar deposited in their lungs per year. Can you imagine your lungs like balloons covered with tar? No wonder it's hard to get enough air... and because of the carbon monoxide from the smoke, your blood can't absorb as much oxygen from the air as a non-smoker | within 8 hours of quitting, the carbon monoxide in you blood decreases and your oxygen levels return to normal<br>energy—you'll have more |
| Stress—nicotine causes hand tremors, tenses muscles, and speeds up and slows down brain activity | nicotine and its by-products are out of your system within 2–3 days of quitting |

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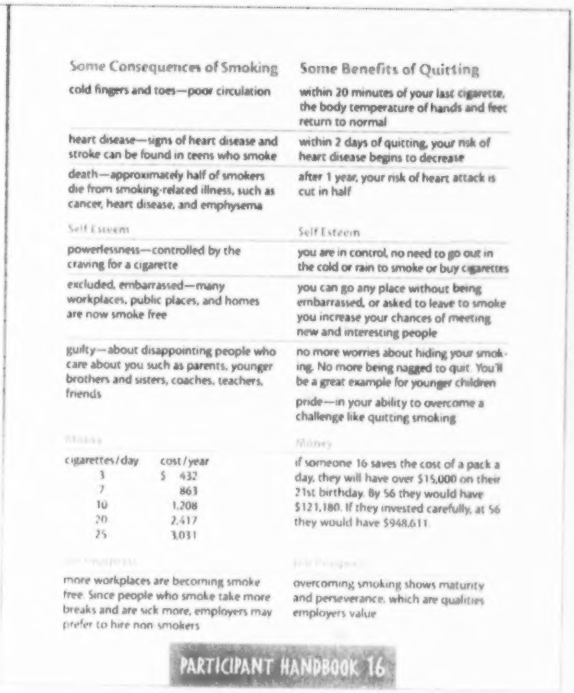
PARTICIPANT HANDBOOK 15



| Some Consequences of Smoking | Some Benefits of Quitting |
|---|---|
| cold fingers and toes—poor circulation | within 20 minutes of your last cigarette, the body temperature of hands and feet return to normal |
| heart disease—signs of heart disease and stroke can be found in teens who smoke | within 2 days of quitting, your risk of heart disease begins to decrease |
| death—approximately half of smokers die from smoking-related illness, such as cancer, heart disease, and emphysema | after 1 year, your risk of heart attack is cut in half |
| Self Esteem | Self Esteem |
| powerlessness—controlled by the craving for a cigarette | you are in control, no need to go out in the cold or rain to smoke or buy cigarettes |
| excluded, embarrassed—many workplaces, public places, and homes are now smoke free | you can go any place without being embarrassed, or asked to leave to smoke<br>you increase your chances of meeting new and interesting people |
| guilty—about disappointing people who care about you such as parents, younger brothers and sisters, coaches, teachers, friends | no more worries about hiding your smoking. No more being nagged to quit. You'll be a great example for younger children<br>pride—in your ability to overcome a challenge like quitting smoking |
| Money | Money |
| cigarettes/day — cost/year<br>3 — $ 432<br>7 — 863<br>10 — 1,208<br>20 — 2,417<br>25 — 3,031 | if someone 16 saves the cost of a pack a day, they will have over $15,000 on their 21st birthday. By 56 they would have $121,180. If they invested carefully, at 56 they would have $948,611. |
| Job Prospects | Job Prospects |
| more workplaces are becoming smoke free. Since people who smoke take more breaks and are sick more, employers may prefer to hire non smokers | overcoming smoking shows maturity and perseverance, which are qualities employers value |

PARTICIPANT HANDBOOK 16

**Close this section by showing the "tar jar." Before you show the "jar," ask the group,**

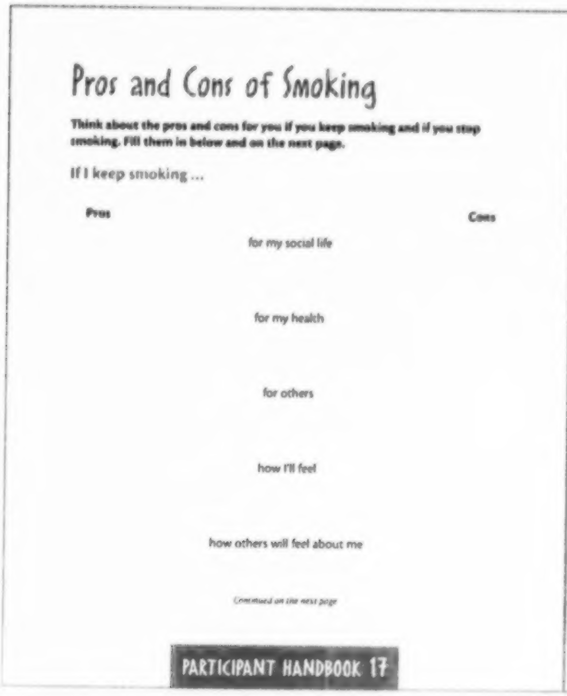
> *"How much tar is deposited in the lungs of a pack a day smoker each year?"*

**Show the "tar jar."** *"Half a cup or 100 mls is deposited each year."*

**Turn the bottle so the molasses coats the sides of the bottle.** *"See how the tar coats everything. No wonder people who smoke find it hard to breathe. It's like trying to blow up a balloon covered in tar. A lot harder to inflate."*

**Ask people to** *turn to Pros and Cons of Smoking on page 17 of the* Participant Handbook.

**Ask participants and buddies to work together for up to 10 minutes to discuss and complete the activity.**



## Pros and Cons of Smoking

**Think about the pros and cons for you if you keep smoking and if you stop smoking. Fill them in below and on the next page.**

If I keep smoking ...

| Pros | | Cons |
|---|---|---|
| | for my social life | |
| | for my health | |
| | for others | |
| | how I'll feel | |
| | how others will feel about me | |

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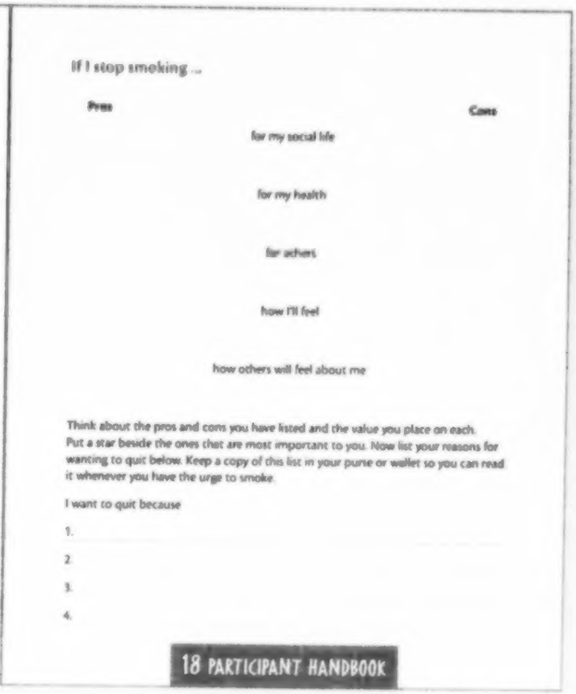
PARTICIPANT HANDBOOK 17



If I stop smoking ...

| Pros | | Cons |
|---|---|---|
| | for my social life | |
| | for my health | |
| | for others | |
| | how I'll feel | |
| | how others will feel about me | |

Think about the pros and cons you have listed and the value you place on each. Put a star beside the ones that are most important to you. Now list your reasons for wanting to quit below. Keep a copy of this list in your purse or wallet so you can read it whenever you have the urge to smoke.

I want to quit because

1.
2.
3.
4.

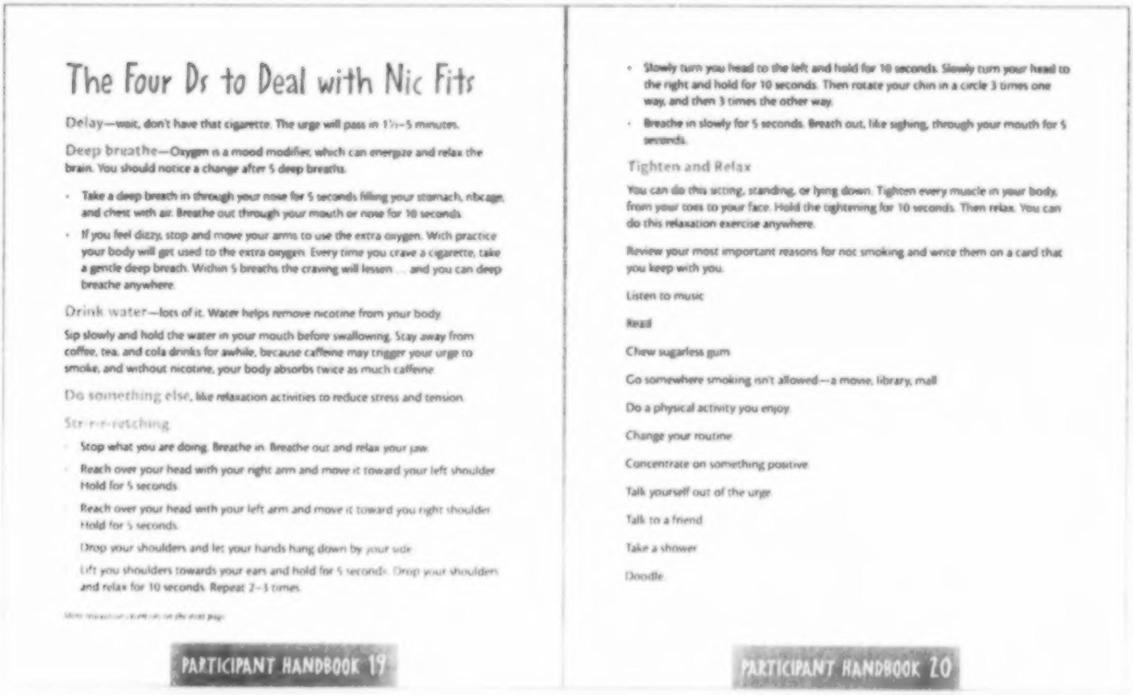
18 PARTICIPANT HANDBOOK

## Coping with Cravings (10 minutes)

*"Most people who stop smoking have cravings for a cigarette during the early days of quitting. The cravings usually follow a pattern, they:*

- *happen most during the first few days after quitting smoking*
- *last about 1½–5 minutes*
- *smokers often feel anxious as the craving grows stronger. They think that they can't stand it and give in during the first 3 minutes. If you can make it through the first 5 minutes, the craving will go away.*
- *the more time that it has been since the last cigarette, the shorter and weaker the cravings*
- *cravings will pass even if you do nothing*

*"Turn to the The Four Ds to Deal with Nic Fits on page 19 of the* Participant Handbook *and page 11 of the* Buddy Handbook."



# The Four Ds to Deal with Nic Fits

Delay—wait, don't have that cigarette. The urge will pass in 1½–5 minutes.

Deep breathe—Oxygen is a mood modifier, which can energize and relax the brain. You should notice a change after 5 deep breaths.

- Take a deep breath in through your nose for 5 seconds filling your stomach, ribcage, and chest with air. Breathe out through your mouth or nose for 10 seconds.
- If you feel dizzy, stop and move your arms to use the extra oxygen. With practice your body will get used to the extra oxygen. Every time you crave a cigarette, take a gentle deep breath. Within 5 breaths the craving will lessen … and you can deep breathe anywhere.

Drink water—lots of it. Water helps remove nicotine from your body.

Sip slowly and hold the water in your mouth before swallowing. Stay away from coffee, tea, and cola drinks for awhile, because caffeine may trigger your urge to smoke, and without nicotine, your body absorbs twice as much caffeine.

Do something else, like relaxation activities to reduce stress and tension.

Str-r-r-retching

- Stop what you are doing. Breathe in. Breathe out and relax your jaw.
- Reach over your head with your right arm and move it toward your left shoulder. Hold for 5 seconds.
- Reach over your head with your left arm and move it toward you right shoulder. Hold for 5 seconds.
- Drop your shoulders and let your hands hang down by your side.
- Lift you shoulders towards your ears and hold for 5 seconds. Drop your shoulders and relax for 10 seconds. Repeat 2–3 times.

*More relaxation exercises on the next page*

PARTICIPANT HANDBOOK 19

- Slowly turn you head to the left and hold for 10 seconds. Slowly turn your head to the right and hold for 10 seconds. Then rotate your chin in a circle 3 times one way, and then 3 times the other way.
- Breathe in slowly for 5 seconds. Breath out, like sighing, through your mouth for 5 seconds.

Tighten and Relax

You can do this sitting, standing, or lying down. Tighten every muscle in your body, from your toes to your face. Hold the tightening for 10 seconds. Then relax. You can do this relaxation exercise anywhere.

Review your most important reasons for not smoking and write them on a card that you keep with you.

Listen to music

Read

Chew sugarless gum

Go somewhere smoking isn't allowed—a movie, library, mall

Do a physical activity you enjoy

Change your routine

Concentrate on something positive

Talk yourself out of the urge

Talk to a friend

Take a shower

Doodle

PARTICIPANT HANDBOOK 20

**Read the Four Ds aloud to the group.**

**When you get to "deep breathing," lead the group through two sets of the deep breathing exercise (instructions in the handbook page shown on the previous page.)**

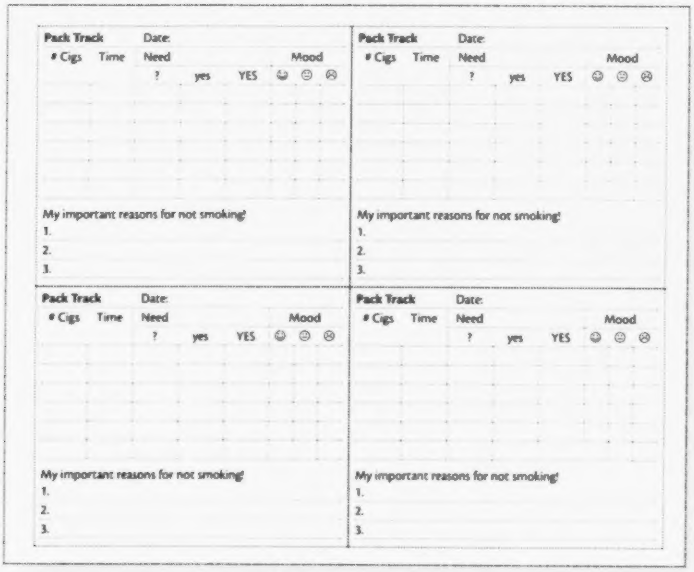
> *"We did deep breathing at the Recruitment Meeting because it is one of the most useful skills you can learn to cope with the urge to smoke. Smokers report that deep breathing has been very useful in helping them get through the 1½–5-minute 'craving' or urge to smoke. Since oxygen is a mood modifier that can both energize and relax the brain, deep breathing also helps people relax, and cope with anger, frustration, or stress. It's a skill that can be very useful throughout life."*

**At "Do Something Else," lead one set of the Str-r-r-retching, and Tighten and Relax (instructions in the handbook page shown on the previous page.)**

> *"The stretching and tightening exercises are also worth learning and practising so you can use them anytime with deep breathing to relax or help cope with boredom, stress, frustration, or anger."*

## Pack Tracks (5 minutes)

> *"At this point, some of you may want to keep track of your nicotine intake or begin to reduce the number of cigarettes you smoke per day, or both. There are two ways to do this:*
>
> - *gradual reduction—reducing the number of cigarettes you smoke a day over time (one less cigarette a day, cut out one smoke break a day)*
> - *delayed reduction—delaying the time you start smoking each day. For example, if you usually start smoking at 8:00 am, delay until 9:00 am, then 10, then 11...and always wait 5 minutes before lighting up—the urge will go away."*
>
> *"Turn to Pack Tracks at the end of the Participant Handbook. Pack Tracks are a way to keep track of when you smoke, how*



**Pack Track** Date:
# Cigs Time Need Mood
? yes YES ☺ 😐 ☹

My important reasons for not smoking!
1.
2.
3.

**Pack Track** Date:
# Cigs Time Need Mood
? yes YES ☺ 😐 ☹

My important reasons for not smoking!
1.
2.
3.

**Pack Track** Date:
# Cigs Time Need Mood
? yes YES ☺ 😐 ☹

My important reasons for not smoking!
1.
2.
3.

**Pack Track** Date:
# Cigs Time Need Mood
? yes YES ☺ 😐 ☹

My important reasons for not smoking!
1.
2.
3.

*much you need that smoke, how your are feeling when you smoke, and how many cigarettes you smoke a day. Many people have reported that they are able to cut down on their smoking just by using the Pack Tracks. They need to think about how much they need the cigarette and write it in* ***before*** *they light up. It's a pain to do, but it really makes a difference for those people who actually do it! It also helps you learn about yourself and what you will need to learn to deal with without smoking."*

*"If you are going to do this, tear out a Pack Track from the back of the handbook and put it inside your cigarette package. Keep a pen or pencil with you. Before you smoke each cigarette, record the time, your need, and your mood. Write your most important reasons for not smoking on the bottom of the Pack Track. Use as many Pack Tracks as you need to record each cigarette between now and the next meeting."*

## Closing (1 minute)

Remind the group of next meeting time and place.

Give attendance tickets for the next meeting.

## After the meeting

- Put the desks back.
- If the group seemed interested or impressed with the "tar jar" demonstration, bring the bottle to all the meetings and put it next to the attendance form as a visual reminder of one reason to quit or cut down.

  The "butt jar" some groups make on Quit Day, and bring to the rest of the meetings, also seems to make quite an impression on people trying to stop smoking.

## MEETING 4

# Triggers to Smoke and How to Cope

### Meeting Purpose

- identify triggers to smoke and ways to avoid smoking in these situations
- review four ways to cope with the urge to smoke
- deal with weight gain concerns
- learn about nutrition
- identify where you are in the Stages of Change

### Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring pens.

### Take to meeting

- ✓ 2 attendance sheets
- ✓ 6 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ tar jar (optional)

# MEETING • 4.2

## Set up meeting

- ✓ Arrange desks in a semi-circle so everyone can see each other.
- Write two headings on the largest board in the room. Write "triggers" on the far left side. Three feet to the right, draw a dividing line down the board and write "other choices/actions" on the right side of the line.

**Today you will learn where your participants are in the Stages of Change.**

## Meeting 4 Start

Ask people to fill out the attendance forms as they arrive

## Triggers to Smoke (20 minutes)

> *"**Trigger situations** are those people, places, feelings, or activities that bring on, or trigger, a smoker's urge to smoke. These triggers can be different for different people—at the end of a meal, being at a party with friends who smoke, breaks between classes, feeling angry, upset, or bored."*

Ask participants *"what triggers your urge to smoke."* Write their answers under the "trigger" heading on the board. Prompt participants with questions such as:

> *"When are you most likely to smoke?"*
>
> *"What feelings or moods are likely to trigger your urge to smoke?"*

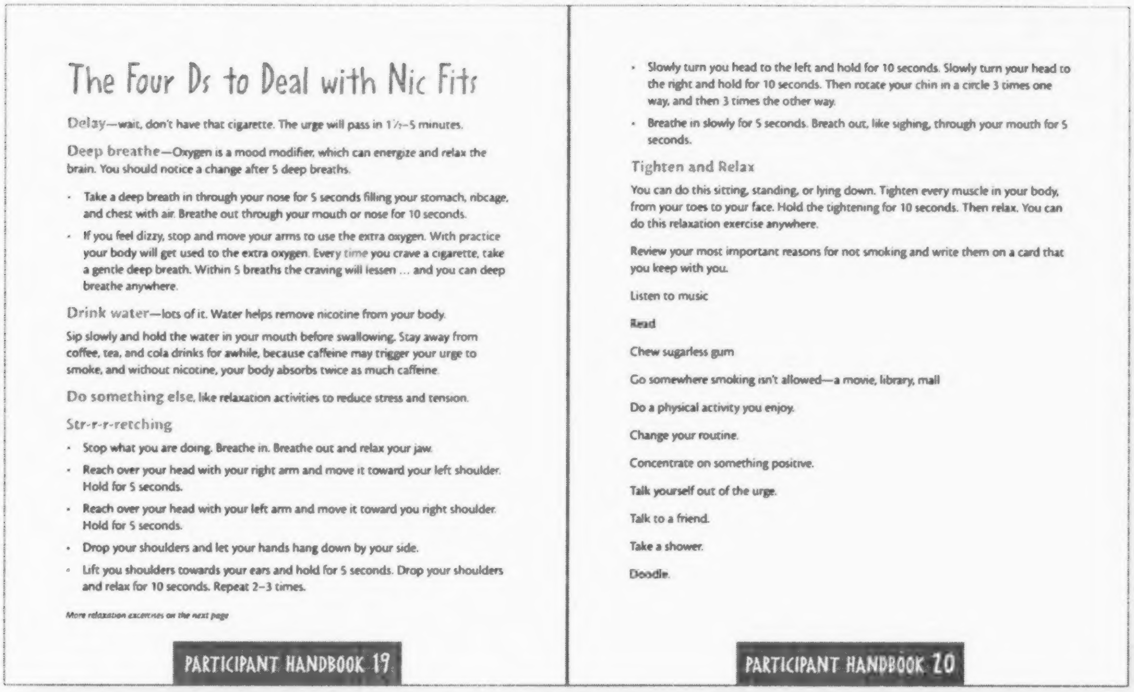
Have them refer to their Pack Tracks if completed.

When the group is finished or 2 minutes are up, number the triggers listed on the board starting at 1 for the first trigger, 2 for the second, etc.

Then go around the group circle, and give each buddy-participant pair (or person if there are not many people in the group) a number that matches a trigger. (for example, first pair or person get trigger 1, second trigger 2, and so forth)

> *"You need to replace the feelings you get from smoking (relaxation or stimulation) with something else that can produce these feelings (deep breathing, stretching, tighten and relax). It also helps to do things that make it harder, or less appealing, to smoke—brush your teeth, chew cinnamon-flavoured sugarless gum, sit in no-smoking areas, or stop having caffeine drinks or sitting with people you associate with smoking for at least the first few days after your last cigarette."*

**Ask the pair or person.** *"think of up to three realistic ways you could handle your trigger number situation without smoking."*



## The Four Ds to Deal with Nic Fits

**Delay**—wait, don't have that cigarette. The urge will pass in 1½–5 minutes.

**Deep breathe**—Oxygen is a mood modifier, which can energize and relax the brain. You should notice a change after 5 deep breaths.

- Take a deep breath in through your nose for 5 seconds filling your stomach, ribcage, and chest with air. Breathe out through your mouth or nose for 10 seconds.
- If you feel dizzy, stop and move your arms to use the extra oxygen. With practice your body will get used to the extra oxygen. Every time you crave a cigarette, take a gentle deep breath. Within 5 breaths the craving will lessen … and you can deep breathe anywhere.

**Drink water**—lots of it. Water helps remove nicotine from your body.

Sip slowly and hold the water in your mouth before swallowing. Stay away from coffee, tea, and cola drinks for awhile, because caffeine may trigger your urge to smoke, and without nicotine, your body absorbs twice as much caffeine.

**Do something else**, like relaxation activities to reduce stress and tension.

**Str-r-r-retching**

- Stop what you are doing. Breathe in. Breathe out and relax your jaw.
- Reach over your head with your right arm and move it toward your left shoulder. Hold for 5 seconds.
- Reach over your head with your left arm and move it toward you right shoulder. Hold for 5 seconds.
- Drop your shoulders and let your hands hang down by your side.
- Lift you shoulders towards your ears and hold for 5 seconds. Drop your shoulders and relax for 10 seconds. Repeat 2–3 times.

*More relaxation excercises on the next page*

PARTICIPANT HANDBOOK 19

- Slowly turn you head to the left and hold for 10 seconds. Slowly turn your head to the right and hold for 10 seconds. Then rotate your chin in a circle 3 times one way, and then 3 times the other way.
- Breathe in slowly for 5 seconds. Breath out, like sighing, through your mouth for 5 seconds.

**Tighten and Relax**

You can do this sitting, standing, or lying down. Tighten every muscle in your body, from your toes to your face. Hold the tightening for 10 seconds. Then relax. You can do this relaxation exercise anywhere.

Review your most important reasons for not smoking and write them on a card that you keep with you.

Listen to music

Read

Chew sugarless gum

Go somewhere smoking isn't allowed—a movie, library, mall

Do a physical activity you enjoy.

Change your routine.

Concentrate on something positive.

Talk yourself out of the urge.

Talk to a friend.

Take a shower.

Doodle.

PARTICIPANT HANDBOOK 20

*"The Four Ds to deal with Nic Fits on page 19 of the* Participant Handbook *and page 11 of the* Buddy Handbook *are useful in dealing with triggers."*

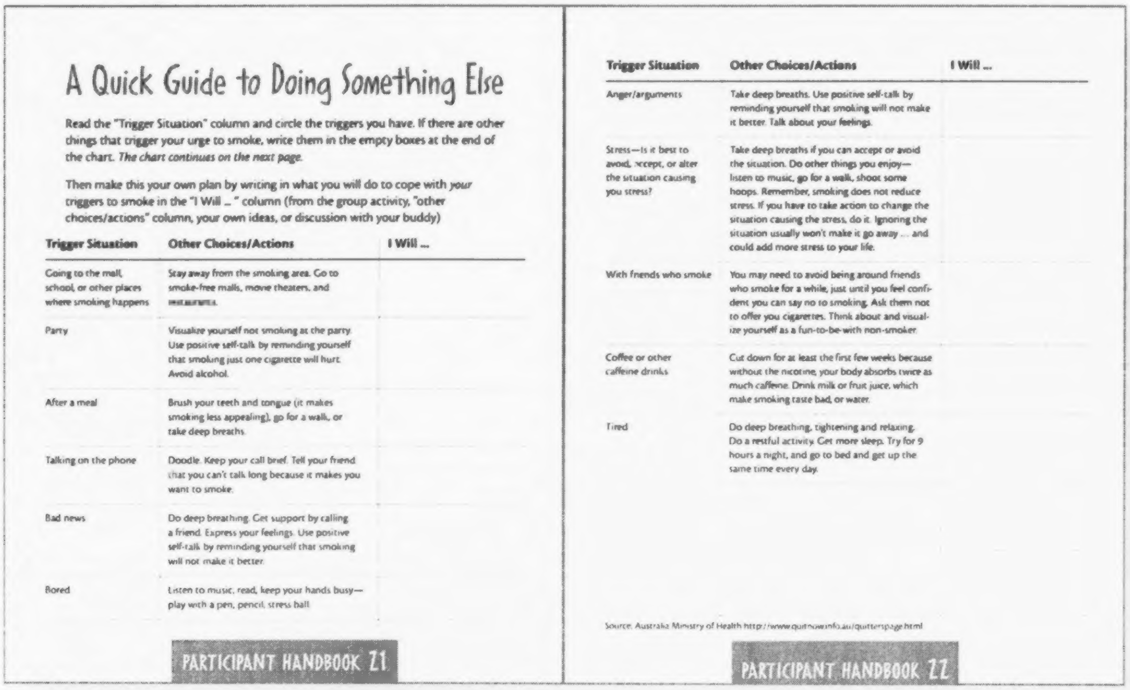
*"You have 4 minutes to write your trigger number and answer somewhere on the right hand side of the board under 'other choices/actions' and sit back down."*

**After 4 minutes, ask the group,** *"Do the answers on the board seem realistic? If not, what else could be done?"* **Write their answer next to the original idea.**

*"Great job everyone!!!"*

*"Turn to A Quick Guide to Doing Something Else on page 21 of the* Participant Handbook *and page 13 of the* Buddy Handbook.*"*

*"Participants, take 7 minutes to fill in the blank spaces with any of the ideas from the board, The Four Ds to Deal with Nic Fits, or the handbook, that you think will work for you. Buddies, take 3 minutes when your partner is done to write their answers in your book so you know their triggers and what ways they will avoid smoking."*



## A Quick Guide to Doing Something Else

Read the "Trigger Situation" column and circle the triggers you have. If there are other things that trigger your urge to smoke, write them in the empty boxes at the end of the chart. *The chart continues on the next page.*

Then make this your own plan by writing in what you will do to cope with *your* triggers to smoke in the "I Will ... " column (from the group activity, "other choices/actions" column, your own ideas, or discussion with your buddy)

| Trigger Situation | Other Choices/Actions | I Will ... |
|---|---|---|
| Going to the mall, school, or other places where smoking happens | Stay away from the smoking area. Go to smoke-free malls, movie theaters, and [redacted]. | |
| Party | Visualize yourself not smoking at the party. Use positive self-talk by reminding yourself that smoking just one cigarette will hurt. Avoid alcohol. | |
| After a meal | Brush your teeth and tongue (it makes smoking less appealing), go for a walk, or take deep breaths. | |
| Talking on the phone | Doodle. Keep your call brief. Tell your friend that you can't talk long because it makes you want to smoke. | |
| Bad news | Do deep breathing. Get support by calling a friend. Express your feelings. Use positive self-talk by reminding yourself that smoking will not make it better. | |
| Bored | Listen to music, read, keep your hands busy—play with a pen, pencil, stress ball. | |
| Anger/arguments | Take deep breaths. Use positive self-talk by reminding yourself that smoking will not make it better. Talk about your feelings. | |
| Stress—Is it best to avoid, accept, or alter the situation causing you stress? | Take deep breaths if you can accept or avoid the situation. Do other things you enjoy—listen to music, go for a walk, shoot some hoops. Remember, smoking does not reduce stress. If you have to take action to change the situation causing the stress, do it. Ignoring the situation usually won't make it go away ... and could add more stress to your life. | |
| With friends who smoke | You may need to avoid being around friends who smoke for a while, just until you feel confident you can say no to smoking. Ask them not to offer you cigarettes. Think about and visualize yourself as a fun-to-be-with non-smoker. | |
| Coffee or other caffeine drinks | Cut down for at least the first few weeks because without the nicotine, your body absorbs twice as much caffeine. Drink milk or fruit juice, which make smoking taste bad, or water. | |
| Tired | Do deep breathing, tightening and relaxing. Do a restful activity. Get more sleep. Try for 9 hours a night, and go to bed and get up the same time every day. | |
| | | |

Source: Australia Ministry of Health http://www.quitnow.info.au/quitterspage.html

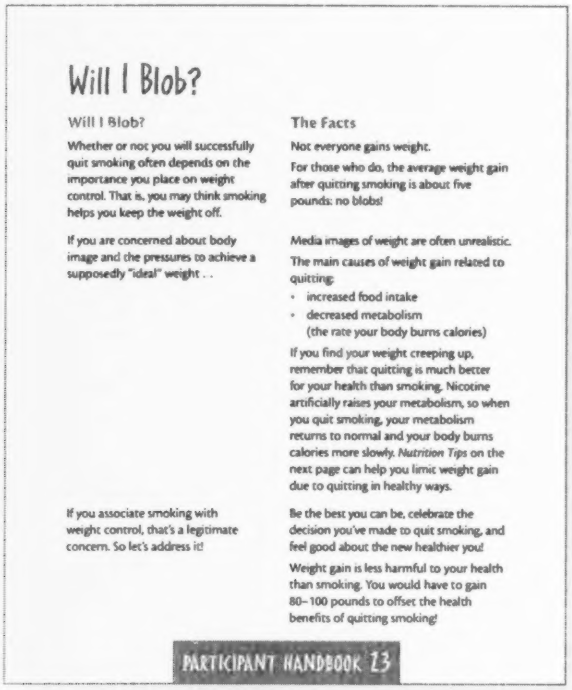
PARTICIPANT HANDBOOK 21

PARTICIPANT HANDBOOK 22

## Concerned About Gaining Weight? (10 minutes)

> *"Let's look at some people's concerns about gaining weight after they stop smoking."*

Ask the group to turn to Will I Blob on page 23 in the *Participant Handbook* and ask different participants to read aloud one "Will I Blob" paragraph and the matching "facts."



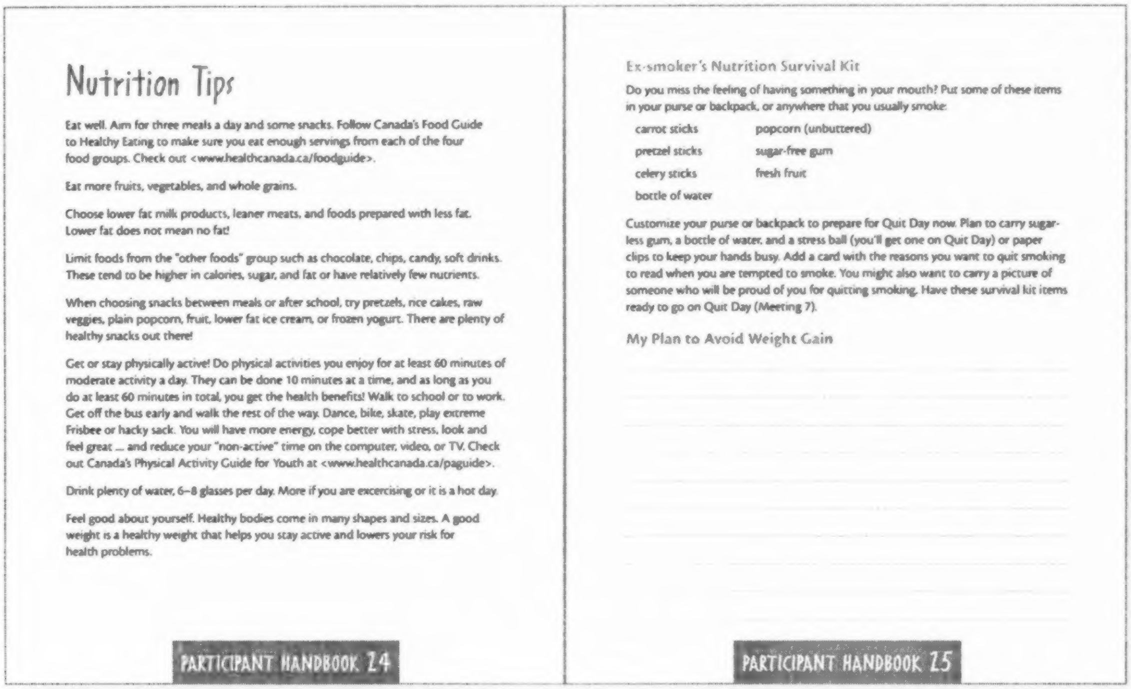
# Will I Blob?

| Will I Blob? | The Facts |
|---|---|
| Whether or not you will successfully quit smoking often depends on the importance you place on weight control. That is, you may think smoking helps you keep the weight off. | Not everyone gains weight.<br>For those who do, the average weight gain after quitting smoking is about five pounds: no blobs! |
| If you are concerned about body image and the pressures to achieve a supposedly "ideal" weight . . . | Media images of weight are often unrealistic.<br>The main causes of weight gain related to quitting:<br>• increased food intake<br>• decreased metabolism (the rate your body burns calories)<br>If you find your weight creeping up, remember that quitting is much better for your health than smoking. Nicotine artificially raises your metabolism, so when you quit smoking, your metabolism returns to normal and your body burns calories more slowly. *Nutrition Tips* on the next page can help you limit weight gain due to quitting in healthy ways. |
| If you associate smoking with weight control, that's a legitimate concern. So let's address it! | Be the best you can be, celebrate the decision you've made to quit smoking, and feel good about the new healthier you!<br>Weight gain is less harmful to your health than smoking. You would have to gain 80–100 pounds to offset the health benefits of quitting smoking! |

PARTICIPANT HANDBOOK 23

**Ask the group to turn to Nutrition Tips on page 24 in the *Participant Handbook*.**

*"Take 5 minutes to read it and, with your buddy, write your own plan to deal with weight gain on the bottom of "Nutrition Tips."*



## Nutrition Tips

Eat well. Aim for three meals a day and some snacks. Follow Canada's Food Guide to Healthy Eating to make sure you eat enough servings from each of the four food groups. Check out <www.healthcanada.ca/foodguide>.

Eat more fruits, vegetables, and whole grains.

Choose lower fat milk products, leaner meats, and foods prepared with less fat. Lower fat does not mean no fat!

Limit foods from the "other foods" group such as chocolate, chips, candy, soft drinks. These tend to be higher in calories, sugar, and fat or have relatively few nutrients.

When choosing snacks between meals or after school, try pretzels, rice cakes, raw veggies, plain popcorn, fruit, lower fat ice cream, or frozen yogurt. There are plenty of healthy snacks out there!

Get or stay physically active! Do physical activities you enjoy for at least 60 minutes of moderate activity a day. They can be done 10 minutes at a time, and as long as you do at least 60 minutes in total, you get the health benefits! Walk to school or to work. Get off the bus early and walk the rest of the way. Dance, bike, skate, play extreme Frisbee or hacky sack. You will have more energy, cope better with stress, look and feel great ... and reduce your "non-active" time on the computer, video, or TV. Check out Canada's Physical Activity Guide for Youth at <www.healthcanada.ca/paguide>.

Drink plenty of water, 6–8 glasses per day. More if you are excercising or it is a hot day.

Feel good about yourself. Healthy bodies come in many shapes and sizes. A good weight is a healthy weight that helps you stay active and lowers your risk for health problems.

PARTICIPANT HANDBOOK 24

### Ex-smoker's Nutrition Survival Kit

Do you miss the feeling of having something in your mouth? Put some of these items in your purse or backpack, or anywhere that you usually smoke:

carrot sticks
pretzel sticks
celery sticks
bottle of water
popcorn (unbuttered)
sugar-free gum
fresh fruit

Customize your purse or backpack to prepare for Quit Day now. Plan to carry sugarless gum, a bottle of water, and a stress ball (you'll get one on Quit Day) or paper clips to keep your hands busy. Add a card with the reasons you want to quit smoking to read when you are tempted to smoke. You might also want to carry a picture of someone who will be proud of you for quitting smoking. Have these survival kit items ready to go on Quit Day (Meeting 7).

### My Plan to Avoid Weight Gain

PARTICIPANT HANDBOOK 25

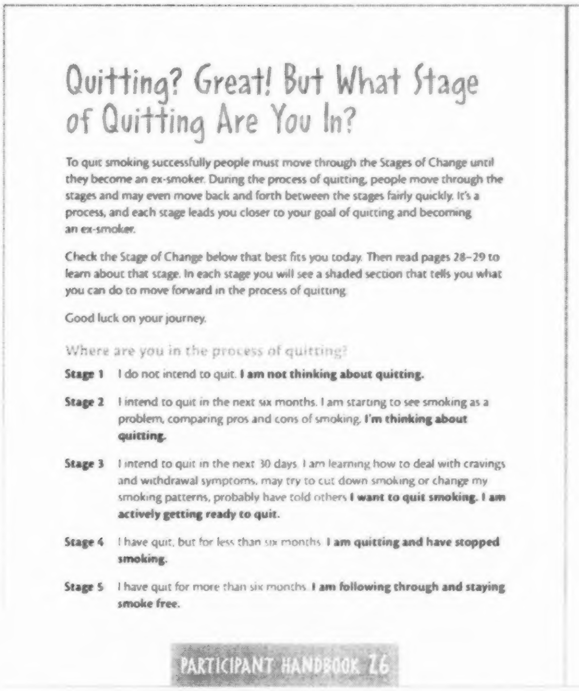
## Quitting, What Stage Are You In? (8 minutes)

*"We have been meeting together for two weeks. You've looked at*

- *why you smoke*
- *your reasons for smoking and quitting*
- *how your buddy will support you*
- *when and where you smoke and how you feel when you want a cigarette*
- *triggers to smoke and some ways to cope."*

*"Now we want you to see where you are in the process of quitting and what action you can take to move forward."*

*"Turn to Quitting? Great But What Stage Are You In? on page 26 of the* Participant Handbook. *Take 8 minutes to circle your stage and read about it with your buddy on the next 3 pages. After you have read about your own stage, read 'Relapse.' When you and your buddy are finished, turn your handbook face down on the desk."*



Quitting? Great! But What Stage of Quitting Are You In?

To quit smoking successfully people must move through the Stages of Change until they become an ex-smoker. During the process of quitting, people move through the stages and may even move back and forth between the stages fairly quickly. It's a process, and each stage leads you closer to your goal of quitting and becoming an ex-smoker.

Check the Stage of Change below that best fits you today. Then read pages 28–29 to learn about that stage. In each stage you will see a shaded section that tells you what you can do to move forward in the process of quitting.

Good luck on your journey.

Where are you in the process of quitting?

**Stage 1** I do not intend to quit. **I am not thinking about quitting.**

**Stage 2** I intend to quit in the next six months. I am starting to see smoking as a problem, comparing pros and cons of smoking. **I'm thinking about quitting.**

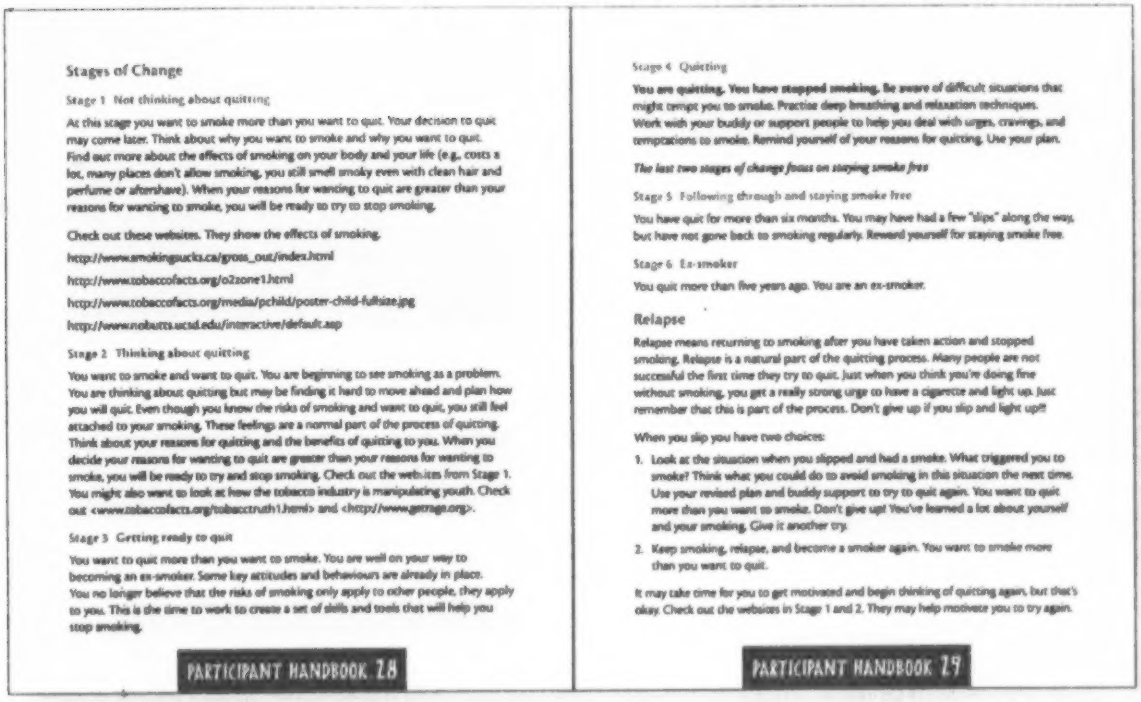
**Stage 3** I intend to quit in the next 30 days. I am learning how to deal with cravings and withdrawal symptoms, may try to cut down smoking or change my smoking patterns, probably have told others **I want to quit smoking. I am actively getting ready to quit.**

**Stage 4** I have quit, but for less than six months. **I am quitting and have stopped smoking.**

**Stage 5** I have quit for more than six months. **I am following through and staying smoke free.**

PARTICIPANT HANDBOOK 26

PARTICIPANT HANDBOOK 27



### Stages of Change

Stage 1 Not thinking about quitting

At this stage you want to smoke more than you want to quit. Your decision to quit may come later. Think about why you want to smoke and why you want to quit. Find out more about the effects of smoking on your body and your life (e.g., costs a lot, many places don't allow smoking, you still smell smoky even with clean hair and perfume or aftershave). When your reasons for wanting to quit are greater than your reasons for wanting to smoke, you will be ready to try to stop smoking.

Check out these websites. They show the effects of smoking.

http://www.smokingsucks.ca/gross_out/index.html

http://www.tobaccofacts.org/o2zone1.html

http://www.tobaccofacts.org/media/pchild/poster-child-fullsize.jpg

http://www.nobutts.ucsd.edu/interactive/default.asp

Stage 2 Thinking about quitting

You want to smoke and want to quit. You are beginning to see smoking as a problem. You are thinking about quitting but may be finding it hard to move ahead and plan how you will quit. Even though you know the risks of smoking and want to quit, you still feel attached to your smoking. These feelings are a normal part of the process of quitting. Think about your reasons for quitting and the benefits of quitting to you. When you decide your reasons for wanting to quit are greater than your reasons for wanting to smoke, you will be ready to try and stop smoking. Check out the websites from Stage 1. You might also want to look at how the tobacco industry is manipulating youth. Check out <www.tobaccofacts.org/tobacctruth1.html> and <http://www.getrage.org>.

Stage 3 Getting ready to quit

You want to quit more than you want to smoke. You are well on your way to becoming an ex-smoker. Some key attitudes and behaviours are already in place. You no longer believe that the risks of smoking only apply to other people, they apply to you. This is the time to work to create a set of skills and tools that will help you stop smoking.

PARTICIPANT HANDBOOK 28

Stage 4 Quitting

You are quitting. You have stopped smoking. Be aware of difficult situations that might tempt you to smoke. Practise deep breathing and relaxation techniques. Work with your buddy or support people to help you deal with urges, cravings, and temptations to smoke. Remind yourself of your reasons for quitting. Use your plan.

*The last two stages of change focus on staying smoke free*

Stage 5 Following through and staying smoke free

You have quit for more than six months. You may have had a few "slips" along the way, but have not gone back to smoking regularly. Reward yourself for staying smoke free.

Stage 6 Ex-smoker

You quit more than five years ago. You are an ex-smoker.

### Relapse

Relapse means returning to smoking after you have taken action and stopped smoking. Relapse is a natural part of the quitting process. Many people are not successful the first time they try to quit. Just when you think you're doing fine without smoking, you get a really strong urge to have a cigarette and light up. Just remember that this is part of the process. Don't give up if you slip and light up!!

When you slip you have two choices:

1. Look at the situation when you slipped and had a smoke. What triggered you to smoke? Think what you could do to avoid smoking in this situation the next time. Use your revised plan and buddy support to try to quit again. You want to quit more than you want to smoke. Don't give up! You've learned a lot about yourself and your smoking. Give it another try.
2. Keep smoking, relapse, and become a smoker again. You want to smoke more than you want to quit.

It may take time for you to get motivated and begin thinking of quitting again, but that's okay. Check out the websites in Stage 1 and 2. They may help motivate you to try again.

PARTICIPANT HANDBOOK 29

After all the books are turned over or 8 minutes have passed, thank the group for working so hard at the meeting today. Have the group give themselves "a cheer" or "a hand" (clap for themselves).

## Closing (2 minutes)

Remind the group of the next meeting time and place and give out an attendance ticket for the next meeting.

## After the meeting

- Put the desks back.

# MEETING 5

# Signs of Recovery and Dealing with the Nic Fits

## Meeting Purpose

- recognize symptoms of withdrawal and signs of recovery
- identify and be able to use techniques to reduce and manage withdrawal symptoms
- commit to one smoke-free day

## Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring.

## Take to meeting

✓ 2 attendance sheets

✓ 6 pieces of chalk

✓ 2 blackboard erasers

✓ pencils to lend to people who didn't bring them

✓ an attendance ticket for each participant and buddy

✓ Group Guidelines poster

✓ tar jar (optional)

## Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

- Divide two black boards visible to the group in half with a line. Write "withdrawal symptoms" on the far left side and "ways to cope" on the far right of both boards.

# MEETING · 5.1

## Meeting 5 Start

Ask people to fill out the attendance forms as they arrive.

## Withdrawal Symptoms, Signs of Recovery, and Ways to Cope (20 minutes)

> *"Many withdrawal symptoms are positive signs of recovery—proof your body is breaking its dependence on tobacco and starting to return to its normal state without the effects of nicotine, carbon monoxide, tar, and other by-products of smoking tobacco."*

> *"The good news is that nicotine and its by-products are out of your system within 2–3 days of your last cigarette."*

Divide the group into two equal teams and have each team stand in front of one of the boards. Ask, *"who can write clearly and quickly on the board?"* Chose one of these people to write their team's answers on the board and give them a piece of chalk. Give each team 1 minute to

> *"write as many withdrawal symptoms you've heard about as you can under the 'withdrawal symptoms' heading. 'GO.'"*

When one minute is up say *"STOP."* See which group has the longest list and have the whole group *"give yourselves a hand"* (clap).

Start with the group with the longest list. Before you read the list aloud, ask someone from the other team to erase those answers from their list that are the same or similar as the ones you read from the longer list. Read the list aloud. If some answers on the list you are reading are similar, erase one or some of the words and leave one word that describes the symptom (for example, "cranky, irritable, hard to get along with" could be listed as "irritable"). Number the withdrawal symptoms left on the board from both teams.

Ask people to pair up with the person standing to their right. Then assign a withdrawal symptom number to each pair and give them a piece of chalk

> *"Each pair has 4 minutes to think of realistic ways you could cope with this withdrawal symptom without smoking. Don't forget The Four Ds. Write your ideas on the right hand side of the board under 'ways to cope.'"*

> *"Then put your number next to the answers, and sit back down.*

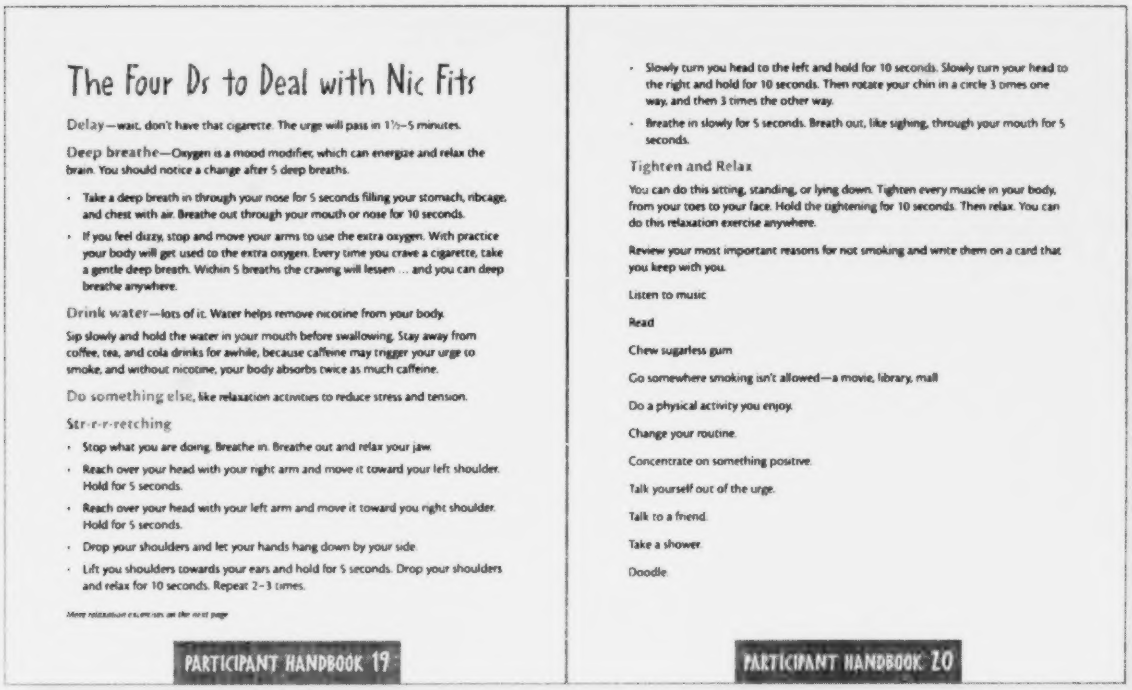
**After 4 minutes** thank everyone and ask them to sit down

**Ask the group** to read everyone's answers to themselves. Ask *"do the answers look realistic? If not, what would you suggest instead?"*

Write their answers on the board.

**Ask the group** to turn to The Four Ds to Deal with Nic Fits on page 19 in the *Participant Handbook* and page 11 of the *Buddy Handbooks.*

Take 5 minutes to lead the group through one set of deep breathing, one set of stretching, and one 10-second tighten and relax session.



## The Four Ds to Deal with Nic Fits

**Delay**—wait, don't have that cigarette. The urge will pass in 1½–5 minutes.

**Deep breathe**—Oxygen is a mood modifier, which can energize and relax the brain. You should notice a change after 5 deep breaths.

- Take a deep breath in through your nose for 5 seconds filling your stomach, ribcage, and chest with air. Breathe out through your mouth or nose for 10 seconds.
- If you feel dizzy, stop and move your arms to use the extra oxygen. With practice your body will get used to the extra oxygen. Every time you crave a cigarette, take a gentle deep breath. Within 5 breaths the craving will lessen … and you can deep breathe anywhere.

**Drink water**—lots of it. Water helps remove nicotine from your body.

Sip slowly and hold the water in your mouth before swallowing. Stay away from coffee, tea, and cola drinks for awhile, because caffeine may trigger your urge to smoke, and without nicotine, your body absorbs twice as much caffeine.

**Do something else,** like relaxation activities to reduce stress and tension.

**Str-r-r-retching**

- Stop what you are doing. Breathe in. Breathe out and relax your jaw.
- Reach over your head with your right arm and move it toward your left shoulder. Hold for 5 seconds.
- Reach over your head with your left arm and move it toward you right shoulder. Hold for 5 seconds.
- Drop your shoulders and let your hands hang down by your side.
- Lift you shoulders towards your ears and hold for 5 seconds. Drop your shoulders and relax for 10 seconds. Repeat 2–3 times.

*More relaxation exercises on the next page*

PARTICIPANT HANDBOOK 19

- Slowly turn you head to the left and hold for 10 seconds. Slowly turn your head to the right and hold for 10 seconds. Then rotate your chin in a circle 3 times one way, and then 3 times the other way.
- Breathe in slowly for 5 seconds. Breath out, like sighing, through your mouth for 5 seconds.

**Tighten and Relax**

You can do this sitting, standing, or lying down. Tighten every muscle in your body, from your toes to your face. Hold the tightening for 10 seconds. Then relax. You can do this relaxation exercise anywhere.

Review your most important reasons for not smoking and write them on a card that you keep with you.

Listen to music

Read

Chew sugarless gum

Go somewhere smoking isn't allowed—a movie, library, mall

Do a physical activity you enjoy.

Change your routine.

Concentrate on something positive.

Talk yourself out of the urge.

Talk to a friend.

Take a shower.

Doodle.

PARTICIPANT HANDBOOK 20

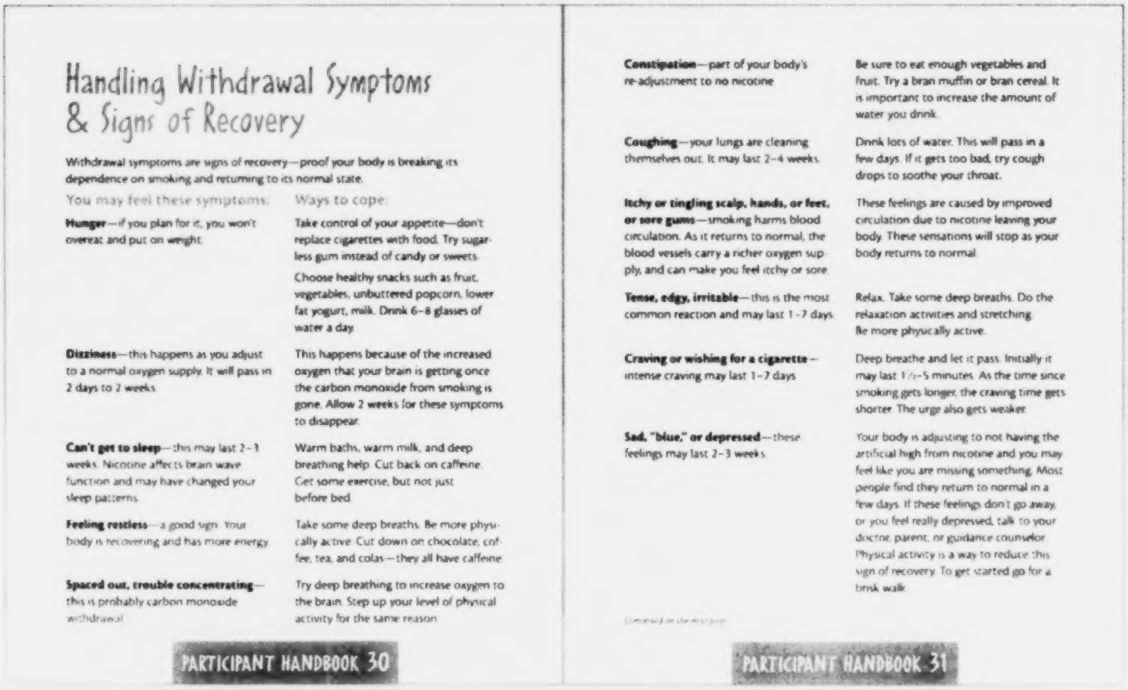
*"We keep coming back to the Four Ds because they actually work.*

*"These activities might seem really silly and useless but people who quit have reported that deep breathing and relaxation activities were really helpful in getting them through cravings, in dealing with boredom, frustration, anger, and stress, and in trying to get to sleep. That is why we keep practising them as a group—so you can become skilled and comfortable doing them. You can do the deep breathing, and tighten and relax, anywhere and anytime without people noticing."*

**Ask the group to turn to Handling Withdrawal Symptoms and Signs of Recovery on page 30 of the *Participant Handbook* and page 15 of the *Buddy Handbook*. Ask the participants and buddies to take up to 4 minutes to**

*"read it and add ways to cope you think will work for you. Use ideas from the board, the page, or your own ideas."*

**After 4 minutes, ask the group,** *"Did any one learn something new about the signs of recovery?"*



## Handling Withdrawal Symptoms & Signs of Recovery

**Withdrawal symptoms are signs of recovery—proof your body is breaking its dependence on smoking and returning to its normal state.**

| You may feel these symptoms: | Ways to cope: |
|---|---|
| **Hunger**—if you plan for it, you won't overeat and put on weight. | Take control of your appetite—don't replace cigarettes with food. Try sugarless gum instead of candy or sweets.<br>Choose healthy snacks such as fruit, vegetables, unbuttered popcorn, lower fat yogurt, milk. Drink 6–8 glasses of water a day. |
| **Dizziness**—this happens as you adjust to a normal oxygen supply. It will pass in 2 days to 2 weeks. | This happens because of the increased oxygen that your brain is getting once the carbon monoxide from smoking is gone. Allow 2 weeks for these symptoms to disappear. |
| **Can't get to sleep**—this may last 2–3 weeks. Nicotine affects brain wave function and may have changed your sleep patterns. | Warm baths, warm milk, and deep breathing help. Cut back on caffeine. Get some exercise, but not just before bed. |
| **Feeling restless**—a good sign. Your body is recovering and has more energy. | Take some deep breaths. Be more physically active. Cut down on chocolate, coffee, tea, and colas—they all have caffeine. |
| **Spaced out, trouble concentrating**—this is probably carbon monoxide withdrawal. | Try deep breathing to increase oxygen to the brain. Step up your level of physical activity for the same reason. |
| **Constipation**—part of your body's re-adjustment to no nicotine. | Be sure to eat enough vegetables and fruit. Try a bran muffin or bran cereal. It is important to increase the amount of water you drink. |
| **Coughing**—your lungs are cleaning themselves out. It may last 2–4 weeks. | Drink lots of water. This will pass in a few days. If it gets too bad, try cough drops to soothe your throat. |
| **Itchy or tingling scalp, hands, or feet, or sore gums**—smoking harms blood circulation. As it returns to normal, the blood vessels carry a richer oxygen supply, and can make you feel itchy or sore. | These feelings are caused by improved circulation due to nicotine leaving your body. These sensations will stop as your body returns to normal. |
| **Tense, edgy, irritable**—this is the most common reaction and may last 1–7 days. | Relax. Take some deep breaths. Do the relaxation activities and stretching. Be more physically active. |
| **Craving or wishing for a cigarette**—intense craving may last 1–7 days. | Deep breathe and let it pass. Initially it may last 1½–5 minutes. As the time since smoking gets longer, the craving time gets shorter. The urge also gets weaker. |
| **Sad, "blue," or depressed**—these feelings may last 2–3 weeks. | Your body is adjusting to not having the artificial high from nicotine and you may feel like you are missing something. Most people find they return to normal in a few days. If these feelings don't go away, or you feel really depressed, talk to your doctor, parent, or guidance counselor. Physical activity is a way to reduce this sign of recovery. To get started go for a brisk walk. |

PARTICIPANT HANDBOOK 30

PARTICIPANT HANDBOOK 31

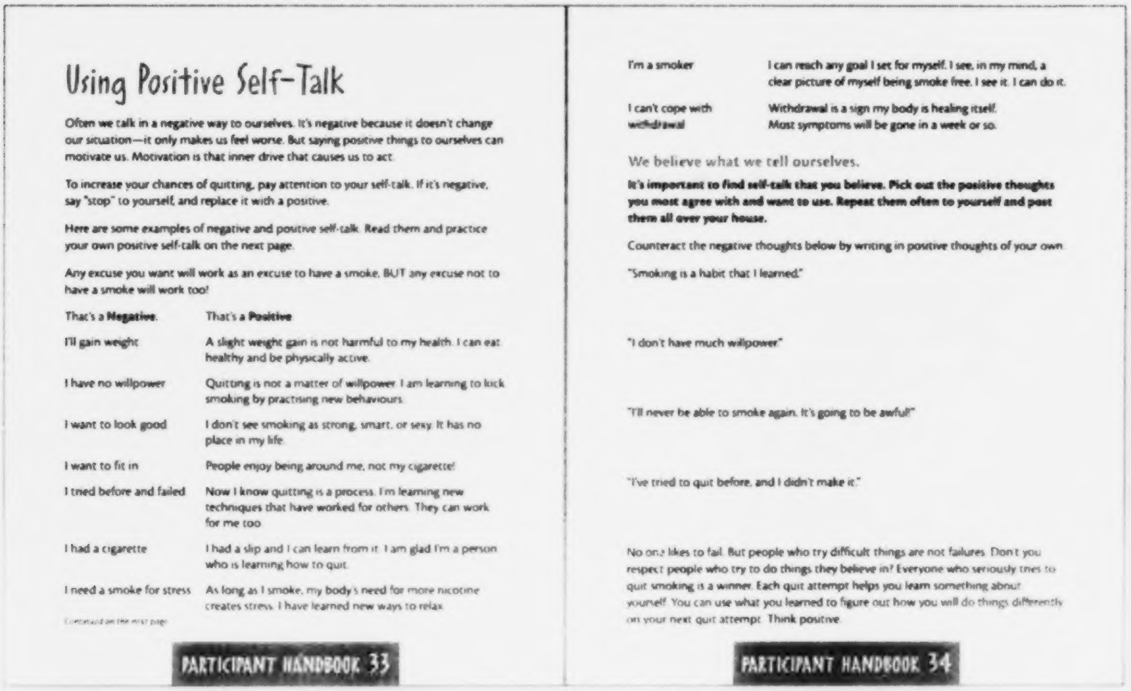
## Ways to Use Positive Self-Talk (5 minutes)

> *"In addition to outside situations that may trigger the urge to smoke, there are also internal cues, or thinking patterns that may trigger your urge to smoke. In fact, most slips happen because of something people tell themselves as an excuse to return to what they think is the comfort of smoking."*

**Ask the group to** *"turn to Using Positive Self-Talk on page 33 in the* Participant Handbook."

**Have people take turns reading one set of negative and positive self talk aloud until the page is finished. Ask participant and buddy pairs to take 2 minutes to complete the activity at the bottom of the page. When 2 minutes are up, ask four buddies to read one of their responses to the four questions. Ask the participants,**

> *"How do you think positive thinking and positive self-talk will make quitting easier?"*



### Using Positive Self-Talk

Often we talk in a negative way to ourselves. It's negative because it doesn't change our situation—it only makes us feel worse. But saying positive things to ourselves can motivate us. Motivation is that inner drive that causes us to act.

To increase your chances of quitting, pay attention to your self-talk. If it's negative, say "stop" to yourself, and replace it with a positive.

Here are some examples of negative and positive self-talk. Read them and practice your own positive self-talk on the next page.

Any excuse you want will work as an excuse to have a smoke. BUT any excuse not to have a smoke will work too!

| That's a **Negative**. | That's a **Positive** |
|---|---|
| I'll gain weight | A slight weight gain is not harmful to my health. I can eat healthy and be physically active. |
| I have no willpower | Quitting is not a matter of willpower. I am learning to kick smoking by practising new behaviours. |
| I want to look good | I don't see smoking as strong, smart, or sexy. It has no place in my life. |
| I want to fit in | People enjoy being around me, not my cigarette! |
| I tried before and failed | Now I know quitting is a process. I'm learning new techniques that have worked for others. They can work for me too. |
| I had a cigarette | I had a slip and I can learn from it. I am glad I'm a person who is learning how to quit. |
| I need a smoke for stress | As long as I smoke, my body's need for more nicotine creates stress. I have learned new ways to relax. |

Continued on the next page

PARTICIPANT HANDBOOK 33

| | |
|---|---|
| I'm a smoker | I can reach any goal I set for myself. I see, in my mind, a clear picture of myself being smoke free. I see it. I can do it. |
| I can't cope with withdrawal | Withdrawal is a sign my body is healing itself. Most symptoms will be gone in a week or so. |

We believe what we tell ourselves.

**It's important to find self-talk that you believe. Pick out the positive thoughts you most agree with and want to use. Repeat them often to yourself and post them all over your house.**

Counteract the negative thoughts below by writing in positive thoughts of your own.

"Smoking is a habit that I learned."

"I don't have much willpower."

"I'll never be able to smoke again. It's going to be awful!"

"I've tried to quit before, and I didn't make it."

No one likes to fail. But people who try difficult things are not failures. Don't you respect people who try to do things they believe in? Everyone who seriously tries to quit smoking is a winner. Each quit attempt helps you learn something about yourself. You can use what you learned to figure out how you will do things differently on your next quit attempt. Think positive.

PARTICIPANT HANDBOOK 34

## Cold Turkey—Just Quitting (10 minutes)

*"We have been meeting together for 2 ½ weeks. You've looked at*

- *why you smoke*
- *your reasons for smoking and quitting*
- *how your buddy will support you*
- *when and where you smoke and how you feel when you want a cigarette*
- *triggers to smoke and some ways to cope*
- *withdrawal symptoms and ways to cope*
- *positive self-talk"*

*"Now you have all the information and skills to use to avoid smoking or cope without smoking."*

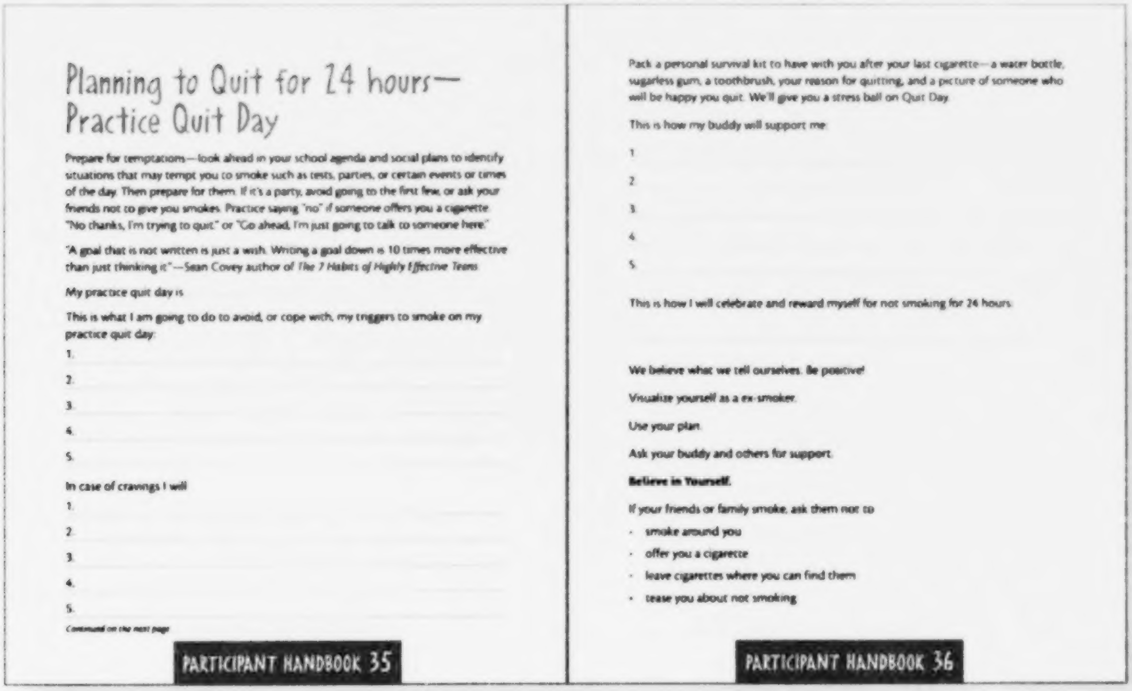
*"Like any new skills—sports, music, art—your coping skills will get stronger the more you practise them. Sometimes you get new skills right away and they work really well. Other times you need to work to learn and be able to do the skill, or change how you do it so it works for you. It's about learning new skills, practising them, changing those that don't work for you, and using the skills to reach your goals."*

*"Practice makes perfect. The more you do, usually, the more easily, or better, you can do the skill."*

*"Now you are going to have a chance to put all the things you learned about yourself, and from the activities you completed, into a plan which you can practise to see how it works in terms of not smoking for 24 hours in* **your** *life."*

*"Turn to 'Planning to Quit for 24 hours—Practice Quit Day' on page 35 of the* Participant Handbook *and page 17 of the* Buddy Handbook."

*"Take 8 minutes with your buddy to complete your plan. Quit Day has to be before our next meeting. [illegible] that information to pick*



## Planning to Quit for 24 hours—Practice Quit Day

Prepare for temptations—look ahead in your school agenda and social plans to identify situations that may tempt you to smoke such as tests, parties, or certain events or times of the day. Then prepare for them. If it's a party, avoid going to the first few, or ask your friends not to give you smokes. Practice saying "no" if someone offers you a cigarette. "No thanks, I'm trying to quit." or "Go ahead, I'm just going to talk to someone here."

"A goal that is not written is just a wish. Writing a goal down is 10 times more effective than just thinking it."—Sean Covey author of *The 7 Habits of Highly Effective Teens*

My practice quit day is

This is what I am going to do to avoid, or cope with, my triggers to smoke on my practice quit day:

1.
2.
3.
4.
5.

In case of cravings I will

1.
2.
3.
4.
5.

*Continued on the next page*

PARTICIPANT HANDBOOK 35

Pack a personal survival kit to have with you after your last cigarette—a water bottle, sugarless gum, a toothbrush, your reason for quitting, and a picture of someone who will be happy you quit. We'll give you a stress ball on Quit Day.

This is how my buddy will support me:

1
2
3
4
5

This is how I will celebrate and reward myself for not smoking for 24 hours.

We believe what we tell ourselves. Be positive!

Visualize yourself as a ex-smoker.

Use your plan.

Ask your buddy and others for support.

**Believe in Yourself.**

If your friends or family smoke, ask them not to

- smoke around you
- offer you a cigarette
- leave cigarettes where you can find them
- tease you about not smoking

PARTICIPANT HANDBOOK 36

*your day. For the women in the group, if the quit day is right before or during your period you may have increased emotional stress. Just be aware that this is normal. Buddies, write 'how' you agreed to support your partner under 'this is how my buddy will support me' on page 18 in the* Buddy Handbook *so you are clear on the plan."*

*"Turn your handbooks over when you are both done."*

**After 8 minutes, or when all the books are turned over, ask the group to complete the Quit Day Commitment form on page 37 of the Participant Handbook.**

*"Buddies please sign as the witness for your partner."*

**Remind the group.** *"not drinking alcohol, or having food or drinks that contain caffeine, will help you stay smoke free. Drinking milk or orange juice with meals and snacks, chewing sugar-free cinnamon gum, drinking water, and brushing your teeth more often will make it easier to go without cigarettes."*

Quit Day Commitment

*Dare to dream, dare to try, dare to fail, dare to succeed.*

A contract to be smoke free again.

I, ______________, will practise quitting for one day on ________

I want to do this. Here's why:

Name

Date

Buddy

Date

PARTICIPANT HANDBOOK 37

## Closing (5 minutes)

As a final activity, ask each participant to *"name one thing you will do instead of smoking."*

Ask each buddy to *"name one way you will support your partner."*

> *"Thank you for your cooperation and sharing. All the best for your 24 hours without smoking. Whether you are smoke free or not, please come to the next meeting so we can keep learning from each other and help each other through the process of quitting. Remember that every cigarette you don't smoke is a success."*

Give a group cheer and "a hand" (clap).

Remind the group of the next meeting time and place and give attendance tickets.

## After the meeting

- Put the desks back.

## MEETING 6

# Quit Day Preparation

Meeting Purpose

- make a pledge to quit smoking
- develop and revise with buddies specific plans for Quit Day
- plan their Quit Day ceremony

## Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring pens.
- ✓ Talk to your staff adviser about getting the items needed for the Cope Kits.

## Take to meeting

- ✓ 2 attendance sheets
- ✓ 2 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ tar jar (optional)

## Set up meeting

- ✓ Arrange desks in a semi-circle so everyone can see each other.
- Write on the board "Trigger situations when you smoked" on the left and "Other ways to cope with this situation" on the right.

**Enjoy planning Quit Day with your group. Keep the plans simple.**

# MEETING · 6.1

## Meeting 6 Start

Ask people to fill out the attendance forms as they arrive.

## Check In (10 minutes)

*"Welcome back. Glad to see you here. Before you plan for Quit Day let's find out how the practice Quit Day worked for people."*

Ask the group the following questions: (5 minutes)

*"Participants, how did you feel during the smoke-free day?"*

*"Raise your hand if you made it through the whole day without smoking?"*

*"Buddies, how did you support your partner during the smoke-free day?"*

*"Group, give yourselves a hand." (clap)*

*"At the last meeting we talked about learning new skills and that those skills will get stronger, and the task easier, the more you practise them. Sometimes you get new skills right away and they work really well. Other times you need to work to learn and be able to do the skill, or change how you do it so it works for you. It's about learning new skills, practising them, changing those that don't work for you, and using the skills to reach your goal."*

*"Today is a chance for us to learn from all of your experiences—what worked and what didn't. Then you will have the chance to change your plan using your experience, all the pages in the handbook you filled out so far, and the ideas and information you hear today."*

*"Remember when we did Quitting? Great But What Stage Are You In? A 'slip' in having a puff or a cigarette was seen as a chance to learn more about yourself and what you need to resist smoking. A 'slip' does not mean you have to 'Relapse' and go back to being a*

*smoker again. Right after the slip you can decide to change your plan so you don't have another cigarette. That is the Stages of Change. Every cigarette you don't smoke in life is a success."*

*"One cigarette at a time. Keep visualizing yourself as a person who does not smoke. Use your plan and coping skills, as well as support from your buddy. Whether you are smoke free for four weeks or cut down the number of cigarettes you smoke a day, you are equally welcome in the group."*

**Write the answers to the next two questions on the board and finish this section (5 minutes):**

*"For people whose first plan to avoid smoking or cope with the urge didn't work, what was the trigger situation when you smoked?"*

**Once these are written on the board, ask the group starting at the top of the list,**

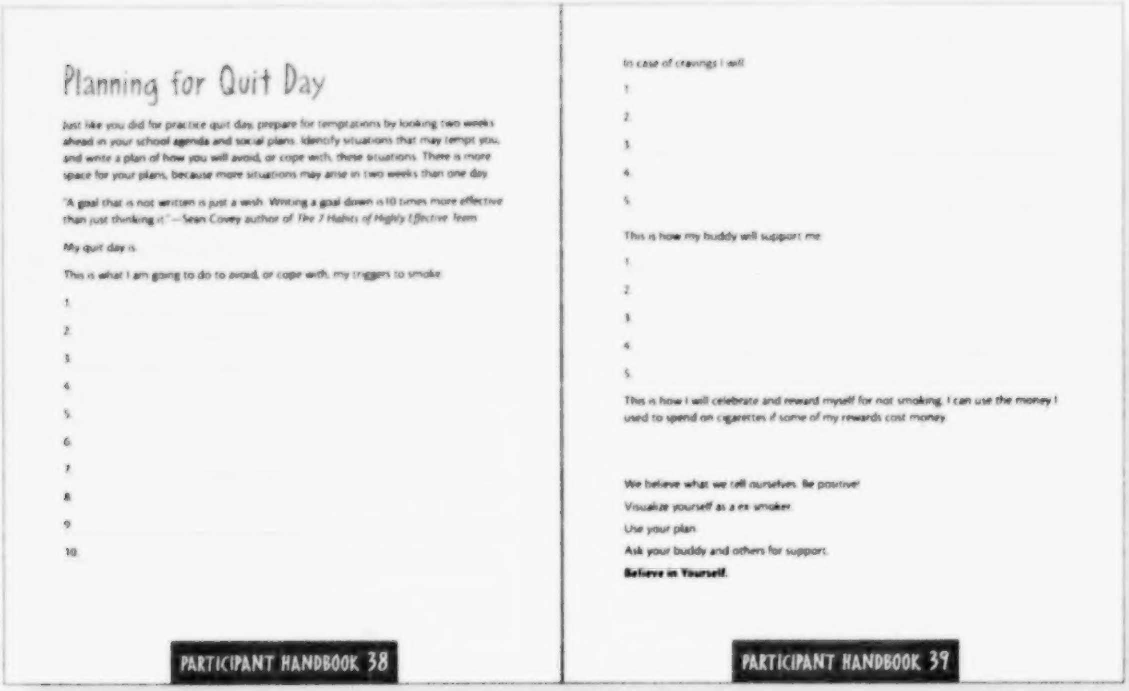
*"What are some other ways to cope in these situations listed?"*

**Write their answers on the board.**

## Planning for Quit Day (10 minutes)

*"Women are more likely to smoke to relieve stress, loneliness, or feelings of sadness, or to control their weight. So you may need to plan for these situations."*

*"Men tend to smoke to relieve boredom. They usually smoke more than women to get the same nicotine 'dose' into their bodies (because men usually weigh more than women). Men tend to spend less time preparing for their quit attempt, and learning how to cope with cravings and withdrawal symptoms. They are also more likely to start smoking again when they are out with their friends having a good time. Men are less likely to ask for help, so it is really important for you to work with your buddy to include support in your plan, as well as plans to cope with boredom, good times with friends, the urge to smoke, and withdrawal."*



## Planning for Quit Day

Just like you did for practice quit day, prepare for temptations by looking two weeks ahead in your school agenda and social plans. Identify situations that may tempt you, and write a plan of how you will avoid, or cope with, these situations. There is more space for your plans, because more situations may arise in two weeks than one day.

"A goal that is not written is just a wish. Writing a goal down is10 times more effective than just thinking it." —Sean Covey author of *The 7 Habits of Highly Effective Teens*

My quit day is

This is what I am going to do to avoid, or cope with, my triggers to smoke

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

PARTICIPANT HANDBOOK 38

In case of cravings I will

1.
2.
3.
4.
5.

This is how my buddy will support me

1.
2.
3.
4.
5.

This is how I will celebrate and reward myself for not smoking. I can use the money I used to spend on cigarettes if some of my rewards cost money.

We believe what we tell ourselves. Be positive!

Visualize yourself as a ex-smoker.

Use your plan.

Ask your buddy and others for support.

**Believe in Yourself.**

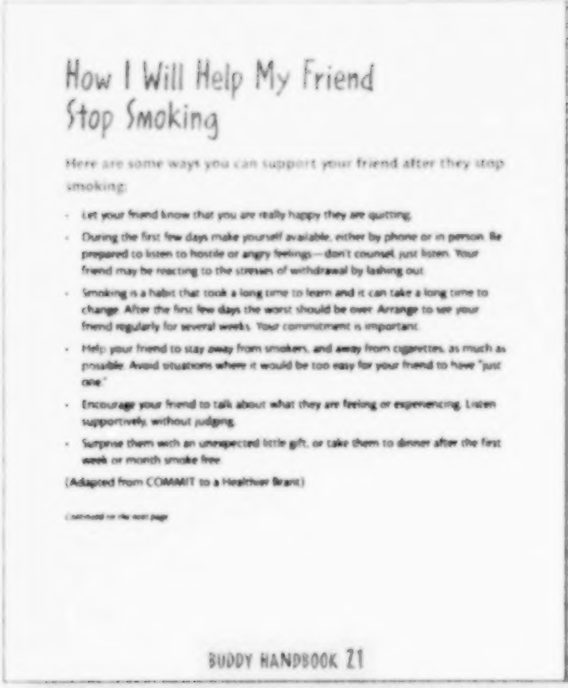
PARTICIPANT HANDBOOK 39

*"With your buddy, take 5 minutes to complete the triggers, cravings, and rewards section on Planning for Quit Day on page 38 of the* Participant Handbook *and page 19 in the* Buddy Handbook. *This is the same planning process you used to quit for 24 hours, but you'll probably need to add to this plan based on*

- *what you learned about yourself on Practise Quit Day*
- *what you learned from others' experience during the Practise Quit Day*
- *what trigger situations are coming up for you over the next week and weekend"*

*"You will also need to plan for situations that come up weekly and monthly."*

After 5 minutes **ask the participant-buddy pairs to** *"Take up to 5 minutes to fill out How I Will Help My Friend Stop Smoking on page 21 of the Buddy Handbook and then go back and fill in This Is How My Buddy Will Support Me on Planning for Quit Day."*



## How I Will Help My Friend Stop Smoking

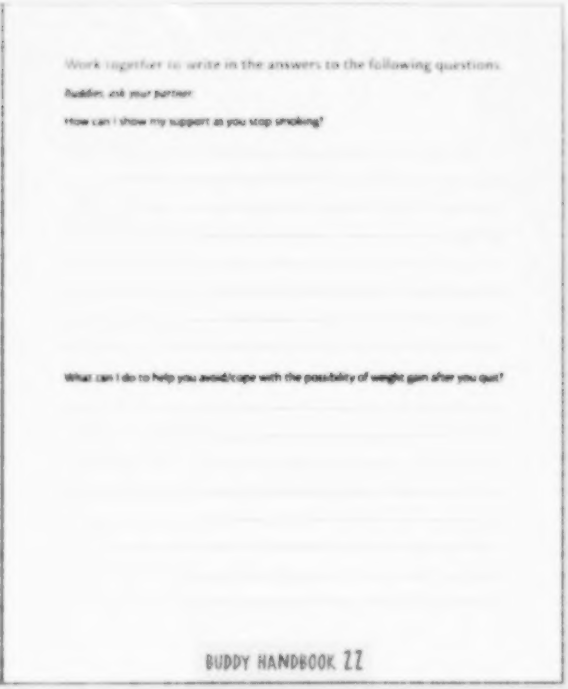
Here are some ways you can support your friend after they stop smoking:

- Let your friend know that you are really happy they are quitting.
- During the first few days make yourself available, either by phone or in person. Be prepared to listen to hostile or angry feelings—don't counsel, just listen. Your friend may be reacting to the stresses of withdrawal by lashing out.
- Smoking is a habit that took a long time to learn and it can take a long time to change. After the first few days the worst should be over. Arrange to see your friend regularly for several weeks. Your commitment is important.
- Help your friend to stay away from smokers, and away from cigarettes, as much as possible. Avoid situations where it would be too easy for your friend to have "just one."
- Encourage your friend to talk about what they are feeling or experiencing. Listen supportively, without judging.
- Surprise them with an unexpected little gift, or take them to dinner after the first week or month smoke free.

(Adapted from COMMIT to a Healthier Brant)

*Continued on the next page*

BUDDY HANDBOOK 21



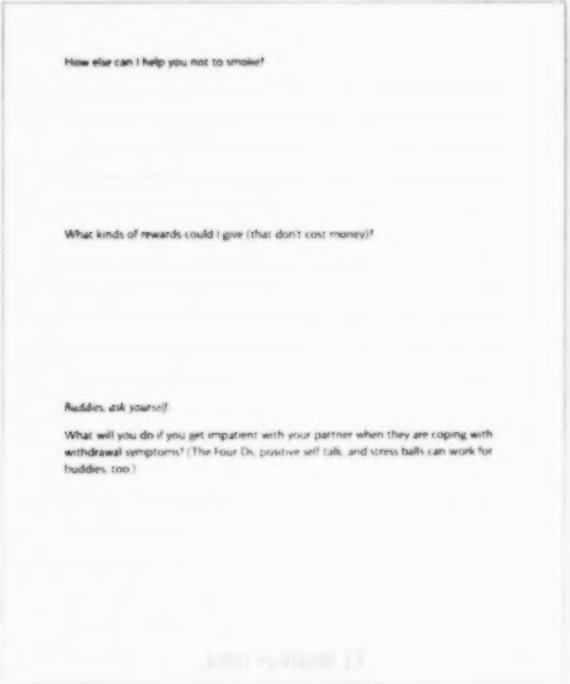
Work together to write in the answers to the following questions.

*Buddies, ask your partner:*

How can I show my support as you stop smoking?

What can I do to help you avoid/cope with the possibility of weight gain after you quit?

BUDDY HANDBOOK 22



How else can I help you not to smoke?

What kinds of rewards could I give (that don't cost money)?

*Buddies, ask yourself:*

What will you do if you get impatient with your partner when they are coping with withdrawal symptoms? (The Four Ds, positive self talk, and stress balls can work for buddies, too.)

BUDDY HANDBOOK 23

After 5 minutes, **ask three buddies to tell the group one way they will support their partner. At the end, clap for everyone's preparations**

> *"Knowing how a person wants to be supported will help buddies choose the right ways to support their partners in quitting."*

## Pledge and Plan a Quit Day Celebration (20 minutes)

> *"Now anyone who plans to stop smoking on Quit Day at the next meeting, take a minute to fill out the Quit Day Committment on page 40 of the* Participant Handbook *and have it witnessed by your buddy."*

Use your personal survival kit, and the "cope kit" you'll get on Quit Day, to help you cope with the urge to smoke.

**Read** *Tips to Keep At It* on page 45 now for more ideas to help you avoid having a cigarette.

Quit Day Commitment

*Dare to dream, dare to try, dare to fail, dare to succeed*

A contract to be smoke free again

I, __________, will quit on __________

I want to do this. Here's why:

Name

Date

Buddy

Date

PARTICIPANT HANDBOOK 40

> *"When a person quits smoking, it can cause a real feeling of loss. Many people feel better if they have a ceremony to recognize the loss. The ceremony can also be a fun way to celebrate the start of your [illegible]."*

*"We have 20 minutes now to plan a simple 15-minute quitting ceremony we can do as a group at our next meeting."*

*"Some groups have ceremonies with each person saying a few words about quitting and breaking their last cigarette into a butt jar which peer leaders bring to the rest of the meetings, or dropping in a note that represents their relationship with tobacco. A butt jar is cigarette butts in water in a clear plastic drink bottle with a tight cover."*

*"Others have written positive thoughts about quitting smoking, read them aloud to the group, and then given them to another person in the group as a positive thought to start their quitting process."*

*"The Eulogy to Nic O'Teen (below) has been used to 'lighten up' the quitting ceremony."*

**You may want to read it to the group to see if they want to use it for their ceremony. (A copy is in the *Handouts* section if you want to give people a copy at the ceremony or if someone asks you for a copy.)**

# Eulogy to Nic O'Teen

*We are gathered here today to say goodbye to someone we've known for a long time. I can still remember when I first met Nic—I thought he was so cool. All the group I wanted to hang with hung out with him, so I thought I would too. At first I got really choked up when he was around. But as time went on, I really got hooked on him.*

*They say love is blind, and I loved Nic. All I could see was good in everything he did when we were together. When I was mad, he helped calm me down. When I was tired, he gave me a lift. I never felt lonely when Nic was around.*

# MEETING 6.8

*Everyone told me that Nic was bad for me. I didn't listen. It took a while for me to see the truth. Finally now I can say I know Nic for what he really is—a lying, cheating, good-for-nothing creep.*

*Nic took all my extra cash. He took advantage of my trust and got me addicted to poisons. He makes me sick! He stinks! Anyone hanging around with Nic stinks too! He tried to rob me of my future, but I didn't let him. I told him to BUTT OUT of my life.*

*It may be hard to get along without Nic, but not nearly as hard as it was to have him around. So I am here to say goodbye to Nic. So long. It has been bad to know you.*

*Ashes to ashes, butts to dust ... Goodbye Nic O'Teen, rest in pieces.*

**—Written by Mary Elliott**

*"What ideas could we use for our ceremony that we could make happen between now and then?"*

**Write their ideas on the board and ask the group to pick one idea from the board that they are willing and able to do.**

**Then write on the board, "what needs to be done," " by when," and "who will do it." Take 10 minutes for the group to list the tasks that have to be done for the ceremony, and by when, for the ceremony to happen at the next meeting. Write their answers under the "what" and "when" headings.**

**Take 5 minutes to ask for volunteers to do the tasks listed. Write the name of the person who volunteers under the "who" heading. Ask the volunteers to write what they agreed to do on the back cover of their handbook, or in their school agenda.**

**Close by quickly reading who will do what by when and asking if everyone is clear about what they have agreed to do and by when.**

## Closing

> *"Every cigarette you don't smoke is an achievement. After Quit Day there will be group support and stress management activities, prizes, and ongoing support from your buddy and the group to help you with the process of quitting. Get your personal survival kit packed. We'll see you on Quit Day."*

Give out meeting tickets.

## After the meeting

- Put the desks back.
- Prepare the Cope Kits before the Quit Day meeting. There should be one for everyone in the group to help participants and buddies through the quitting process. It can be used to mark Quit Day and to reward them for their efforts. You will need the following items:
  - ✓ sugar-free bubble gum—to help with the feeling of needing something in your mouth
  - ✓ stress ball and paperclips—to help occupy your hands; a stress reliever
  - ✓ toothbrush (get free ones from a local dentist)—to help keep your mouth and teeth fresh and healthy, and make smoking less appealing
  - ✓ zip-top plastic bags or some other appropriate container
- If your group wants a "butt jar," bring a clear plastic drink bottle with a tight lid, half-full of water to the next meeting.

## MEETING 7

# Good-bye to Smoking—It's QUIT DAY!

### Meeting Purpose

- carry out the decision to quit smoking
- celebrate the decision to quit smoking
- revisit feelings about quitting

### Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

📄 Photocopy and then cut out the attendance tickets.

✏ Borrow pencils from the school office for students who don't bring pens.

✓ Do anything you agreed to do for the Quit Day ceremony.

✓ Make Cope Kits for participants and buddies, including the stress balls.

📄 Make one photocopy of the Request Letter for Teacher Support which is in the *Handouts* section at the end of this guide.

### Take to meeting

✓ 2 attendance sheets

✓ 6 pieces of chalk

✓ pencils to lend to people who didn't bring them

✓ an attendance ticket for each participant and buddy

✓ Group Guidelines poster

✓ Cope Kits for each participant and buddy

✓ anything you agreed to bring for the ceremony

✓ sugar-free bubble gum for the peer leaders (leaders don't get Cope Kits)

- ✓ copy of the letter to teachers for participants to personalize
- ✓ tar jar (optional)
- ✓ butt jar, if it is part of the ceremony

### Set up meeting

- Arrange desks in a semi-circle so everyone can see each other.
- Write on the board on the far left—"Feelings about quitting"—and on the far right—"Worried about."

**Today, those people who quit will be entering the "quitting stage" in the Stages of Change. Congratulations for helping them to get there!**

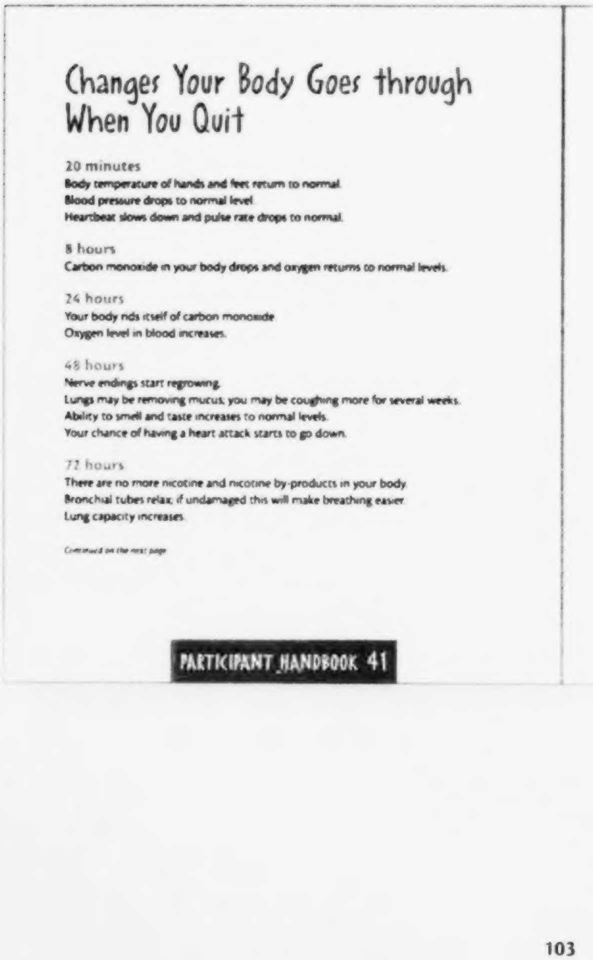
## Meeting 7 Start

Ask people to fill in the attendance forms as they come in

> *"Let's start Quit Day by looking at changes your body will go through starting within 20 minutes of your last cigarette."*

## Changes Your Body Goes through When You Quit (5 minutes)

> *"Turn to Changes Your Body Goes Through When You Quit on page 41 of the* Participant Handbook *and page 24 in the* Buddy Handbook. *Take 5 minutes to read the page, and with your buddy, fill in what you are looking forward to."*



### Changes Your Body Goes through When You Quit

20 minutes

Body temperature of hands and feet return to normal.

Blood pressure drops to normal level.

Heartbeat slows down and pulse rate drops to normal.

8 hours

Carbon monoxide in your body drops and oxygen returns to normal levels.

24 hours

Your body rids itself of carbon monoxide

Oxygen level in blood increases.

48 hours

Nerve endings start regrowing.

Lungs may be removing mucus; you may be coughing more for several weeks.

Ability to smell and taste increases to normal levels.

Your chance of having a heart attack starts to go down.

72 hours

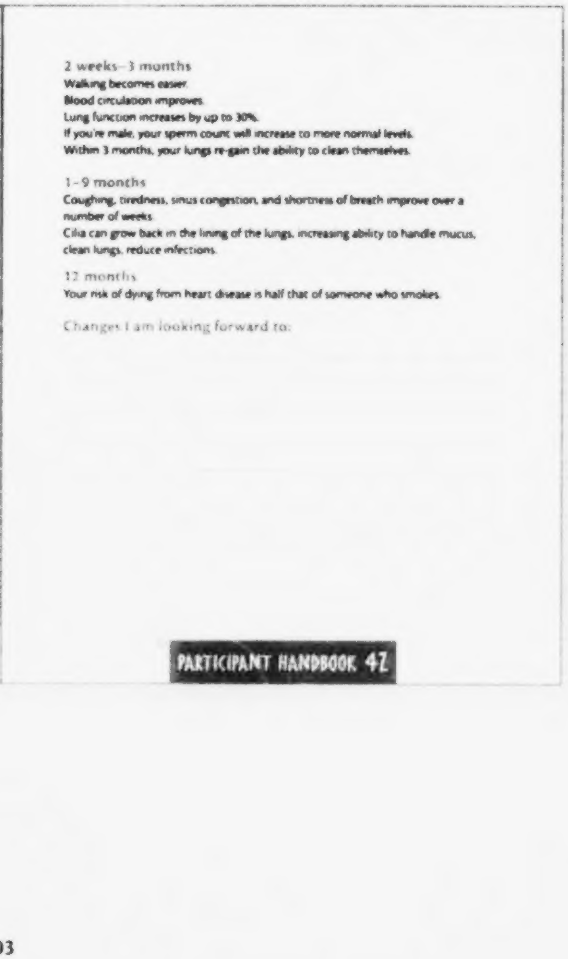
There are no more nicotine and nicotine by-products in your body.

Bronchial tubes relax; if undamaged this will make breathing easier.

Lung capacity increases.

*Continued on the next page*

PARTICIPANT HANDBOOK 41



2 weeks–3 months

Walking becomes easier.

Blood circulation improves.

Lung function increases by up to 30%.

If you're male, your sperm count will increase to more normal levels.

Within 3 months, your lungs re-gain the ability to clean themselves.

1–9 months

Coughing, tiredness, sinus congestion, and shortness of breath improve over a number of weeks.

Cilia can grow back in the lining of the lungs, increasing ability to handle mucus, clean lungs, reduce infections.

12 months

Your risk of dying from heart disease is half that of someone who smokes.

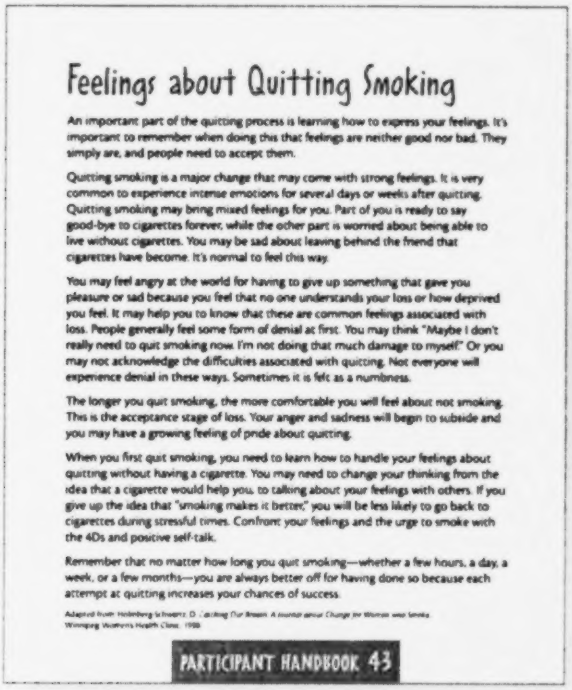
Changes I am looking forward to:

PARTICIPANT HANDBOOK 42

## Feelings About Quitting (10 minutes)

> *"It's exciting to see how quickly your body starts to recover from smoking. But, one of the challenges that may remain for people is how they feel about quitting."*

**Ask people to turn to Feelings about Quitting Smoking on page 43 of the *Participant Handbook* and page 26 of the *Buddy Handbook* and take a minute to read it to themselves.**



### Feelings about Quitting Smoking

An important part of the quitting process is learning how to express your feelings. It's important to remember when doing this that feelings are neither good nor bad. They simply are, and people need to accept them.

Quitting smoking is a major change that may come with strong feelings. It is very common to experience intense emotions for several days or weeks after quitting. Quitting smoking may bring mixed feelings for you. Part of you is ready to say good-bye to cigarettes forever, while the other part is worried about being able to live without cigarettes. You may be sad about leaving behind the friend that cigarettes have become. It's normal to feel this way.

You may feel angry at the world for having to give up something that gave you pleasure or sad because you feel that no one understands your loss or how deprived you feel. It may help you to know that these are common feelings associated with loss. People generally feel some form of denial at first. You may think "Maybe I don't really need to quit smoking now. I'm not doing that much damage to myself." Or you may not acknowledge the difficulties associated with quitting. Not everyone will experience denial in these ways. Sometimes it is felt as a numbness.

The longer you quit smoking, the more comfortable you will feel about not smoking. This is the acceptance stage of loss. Your anger and sadness will begin to subside and you may have a growing feeling of pride about quitting.

When you first quit smoking, you need to learn how to handle your feelings about quitting without having a cigarette. You may need to change your thinking from the idea that a cigarette would help you, to talking about your feelings with others. If you give up the idea that "smoking makes it better," you will be less likely to go back to cigarettes during stressful times. Confront your feelings and the urge to smoke with the 4Ds and positive self-talk.

Remember that no matter how long you quit smoking—whether a few hours, a day, a week, or a few months—you are always better off for having done so because each attempt at quitting increases your chances of success.

Adapted from Holmberg Schwartz, D. *Catching Our Breath: A Journal about Change for Women who Smoke.* Winnipeg Women's Health Clinic, [illegible]

PARTICIPANT HANDBOOK 43

**Ask them to turn their handbooks over when they are done.**

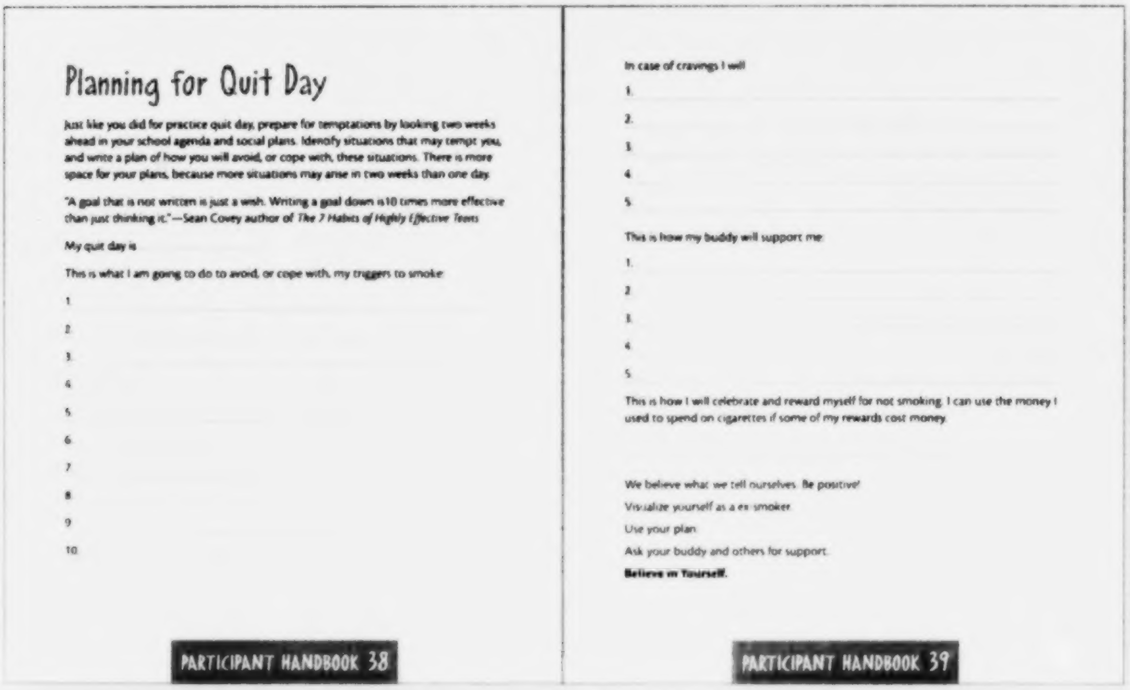
**After everyone has turned their books over, or 2 minutes have passed, ask**

> *"Would the people who are planning to quit please get a piece of chalk and anonymously write on the board the answers to these questions:*
>
> - *How are you feeling about quitting?*
> - *What situations are you worried about?"*

**Ask the group to brainstorm solutions to the situations written on the board.**

> *"It's normal to have these feelings. Remember to use the Four Ds and positive self-talk to cope with withdrawal symptoms and your feelings. Deep breathing can really help you cope with the urge to smoke. Deep breathing, the relaxation exercises, and physical activity can help relieve stress during the quitting process … and help you sleep. Buddies, you may also want to use these to cope positively with your partner as they quit smoking. Your plans to cope with triggers to smoke in your week and weekend ahead are the other keys to not smoking."*

**Ask the people quitting to add any new ideas from the brainstorming to their "Planning for Quit Day" on page 38–39 of the *Participant Handbook*.**



## Planning for Quit Day

Just like you did for practice quit day, prepare for temptations by looking two weeks ahead in your school agenda and social plans. Idenofy situations that may tempt you, and write a plan of how you will avoid, or cope with, these situations. There is more space for your plans, because more situations may arise in two weeks than one day.

"A goal that is not written is just a wish. Writing a goal down is10 times more effective than just thinking it."—Sean Covey author of *The 7 Habits of Highly Effective Teens*

My quit day is

This is what I am going to do to avoid, or cope with, my triggers to smoke

1
2
3
4
5
6
7
8
9
10

PARTICIPANT HANDBOOK 38

In case of cravings I will

1.
2.
3
4
5

This is how my buddy will support me

1.
2
3
4
5

This is how I will celebrate and reward myself for not smoking. I can use the money I used to spend on cigarettes if some of my rewards cost money.

We believe what we tell ourselves. Be positive!

Visualize yourself as a ex-smoker.

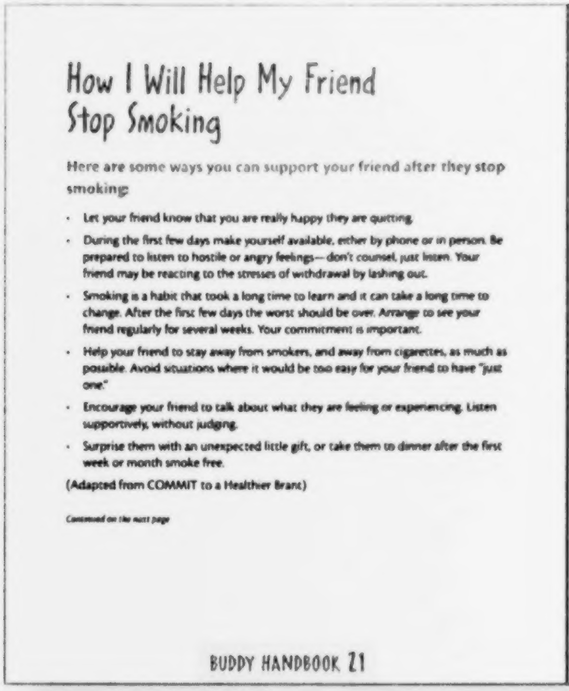
Use your plan.

Ask your buddy and others for support.

**Believe in Yourself.**

PARTICIPANT HANDBOOK 39

**Ask buddies to add new ideas to their** *"How I Will Help My Friend Stop Smoking"* **on page 21–23 in the *Buddy Handbook*.**



## How I Will Help My Friend Stop Smoking

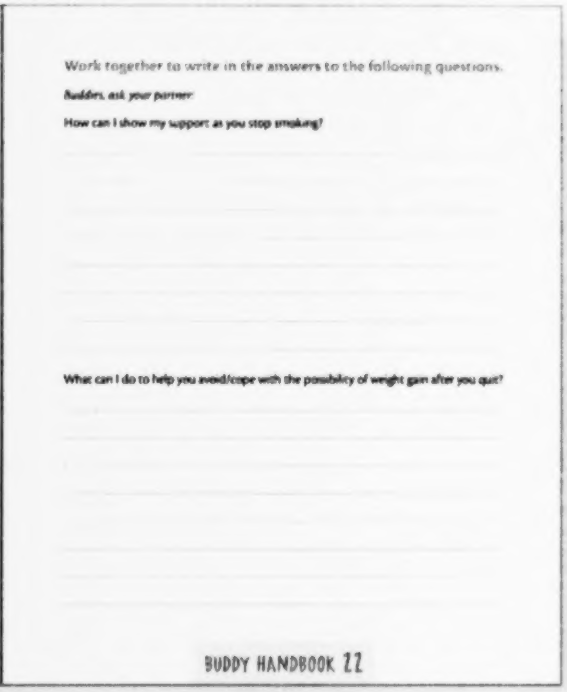
Here are some ways you can support your friend after they stop smoking:

- Let your friend know that you are really happy they are quitting.
- During the first few days make yourself available, either by phone or in person. Be prepared to listen to hostile or angry feelings—don't counsel, just listen. Your friend may be reacting to the stresses of withdrawal by lashing out.
- Smoking is a habit that took a long time to learn and it can take a long time to change. After the first few days the worst should be over. Arrange to see your friend regularly for several weeks. Your commitment is important.
- Help your friend to stay away from smokers, and away from cigarettes, as much as possible. Avoid situations where it would be too easy for your friend to have "just one."
- Encourage your friend to talk about what they are feeling or experiencing. Listen supportively, without judging.
- Surprise them with an unexpected little gift, or take them to dinner after the first week or month smoke free.

(Adapted from COMMIT to a Healthier Brant)

*Continued on the next page*

BUDDY HANDBOOK 21



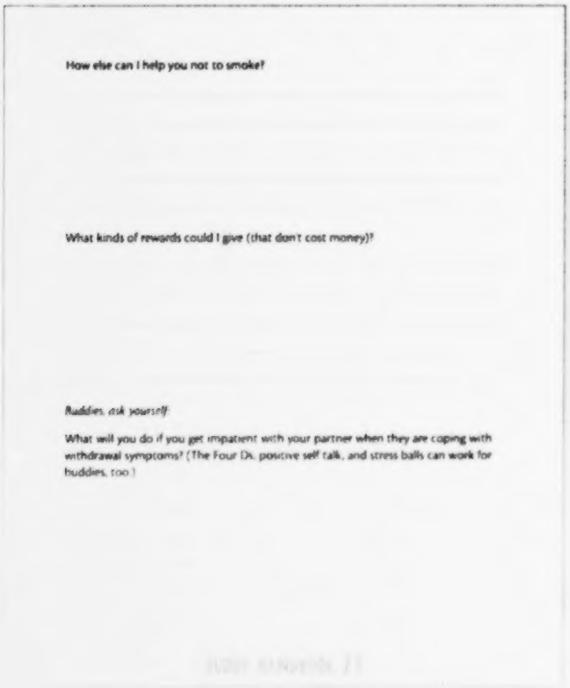
Work together to write in the answers to the following questions.

*Buddies, ask your partner:*

How can I show my support as you stop smoking?

What can I do to help you avoid/cope with the possibility of weight gain after you quit?

BUDDY HANDBOOK 22



How else can I help you not to smoke?

What kinds of rewards could I give (that don't cost money)?

*Buddies, ask yourself:*

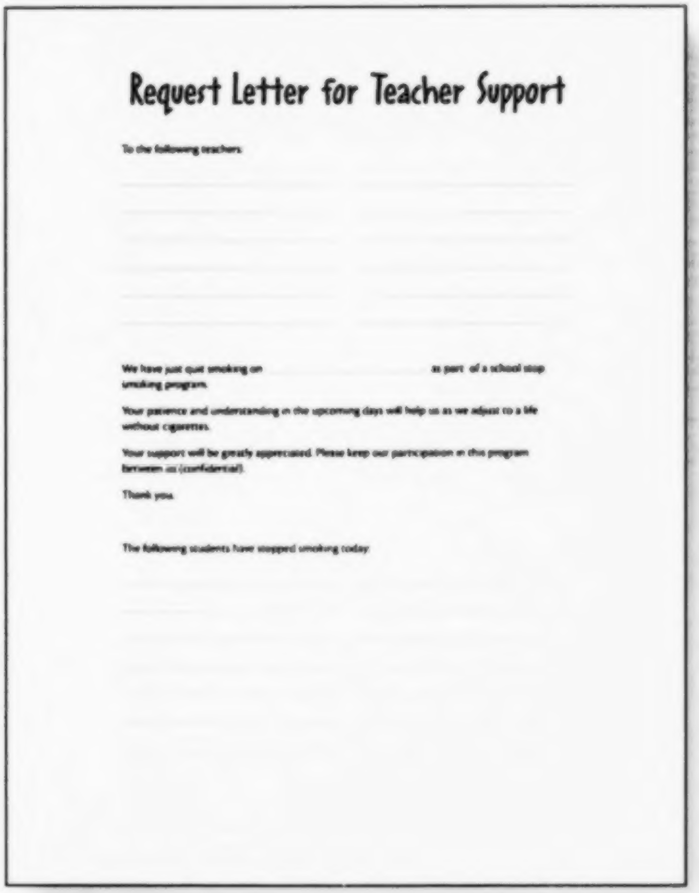
What will you do if you get impatient with your partner when they are coping with withdrawal symptoms? (The Four Ds, positive self talk, and stress balls can work for buddies, too.)

BUDDY HANDBOOK 23

## Request Letter for Teacher Support (5 minutes)

> *"The letter from this group that I am going to read will be sent to any teacher you request. If you don't want teacher support, or your teachers to know, don't sign the letter."*

**Read the letter aloud.**



## Request Letter for Teacher Support

To the following teachers:

We have just quit smoking on ____________ as part of a school stop smoking program.

Your patience and understanding in the upcoming days will help us as we adjust to a life without cigarettes.

Your support will be greatly appreciated. Please keep our participation in this program between us (confidential).

Thank you.

The following students have stopped smoking today:

> *"Anyone who wants to sign the letter, come up now and write in the names of the teachers you want it sent to at the top of the letter. If the teacher's name is already there, don't write it again. Then sign the bottom of the letter."*

## The Quitting Ceremony (20 Minutes)

Ask everyone who plans to quit today to raise their hands and leave them up until the other peer leader(s) check their names off in the Meeting 7 column of the attendance form.

> *"Great. Let's all get on with our quitting ceremony now."*

Carry out the 15-minute ceremony that the group agreed on.

After 15 minutes, give everyone a Cope Kit and tell them what the items can be used for:

- sugar-free bubble gum—to help with the feeling of needing something in your mouth
- stress balls and paperclips—to help occupy your hands and relieve stress
- toothbrush—to make smoking less appealing and help you focus on keeping your mouth and teeth fresh and healthy

Remind the group, *"Now is the time to start using your survival kit, cope kit, your plan, buddy support, the Four Ds, and positive self talk. The next meeting is tomorrow (time and place). Participants be sure to connect with your buddies for support. Whether you stay smoke free or not, you are welcome to come tomorrow if you want support to stop smoking or cut down. Buddies, your partners really need you now. We're looking forward to seeing you tomorrow."*

> *"Let's close the meeting and start Quit Day with a group bubble-blowing contest. Everyone open your Cope Kit and let's see who can blow the biggest 'urge to smoke' bubble. Be sure to watch the urge grow, pop, and fade. Then take three slow, deep breaths. All the best until tomorrow!"*

Give out attendance tickets

## After the meeting

- ✓ Put the desks back.
- ✓ Give the signed letter to the staff adviser, who will need to copy this letter and distribute it to the teachers listed on the letter today.
- ✓ Arrange with staff adviser to get sugar-free bubble gum for all participants, buddies, and peer leaders for the next meeting.

# MEETING 8

## Freedom

### Meeting Purpose

- sharing of the first 24 hours of being smoke free
- supporting participants to stay smoke free

### Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

Photocopy and then cut out the attendance tickets.

Borrow pencils from the school office for students who don't bring pens.

### Take to meeting

✓ 2 attendance sheets

✓ pencils to lend to people who didn't bring them

✓ an attendance ticket for each participant and buddy

✓ Group Guidelines poster

✓ sugar-free bubble gum for all participants, buddies, and peer leaders

✓ tar jar (optional)

✓ butt jar (optional)

### Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

Write the following three headings across the top of the chalkboard (with space in between each):

How did you feel?

What did you do to avoid smoking, or buddies to help your partner not smoke?

What would you do differently in this situation if you could do it over?

**You have led more than half the meetings. Well done!
Remember to reinforce people's efforts to quit *or* to cut down.**

# MEETING 8.1

## Meeting 8 Start

Ask people to fill in the attendance forms as they come in.

## **Smoke-free Experience** (as long as the group takes to answer the question, but no longer than **20 minutes**)

*"Welcome. Based on your experiences during the past 24 hours, would each participant and buddy tell the group one example for each of the headings on the board:*

- *How did you feel?*
- *What worked to help you avoid smoking, or buddies to help your partner not smoke?*
- *What would you do differently if you could do it over?"*

*"We have heard some things that worked for people, or could be improved, to help them cope without tobacco. Staying smoke-free can be hard work. Slips in having a puff or cigarette are a chance to learn more about your relationship with tobacco and what changes you need to make in your plan to continue to quit or cut down. Remember, any cigarette you did not smoke in the last day is a success. Give yourselves a hand (clap)."*

## Triggers (15 minutes)

*"Even though you've done it for the last 3 meetings, and even if you are getting along well so far, it is worth taking time to think about triggers and situations where you feel you will be most vulnerable to smoking now that you are in the process of quitting."*

*"Turn to Triggers to Smoke on page 44 in the* Participant Handbook. *Look two weeks ahead in your agenda or social plans and take 10 minutes to write in the triggers or situations that will be most challenging, or that you are most worried about. Discuss these*

### Triggers to Smoke

In column 1, identify and write down situations that may trigger you to smoke again.

Then, in column 2, write down how you will cope with the situation. Don't forget your buddy.

| Triggers that are challenging for me: | How I will cope with the situation: |
|---|---|
| | |

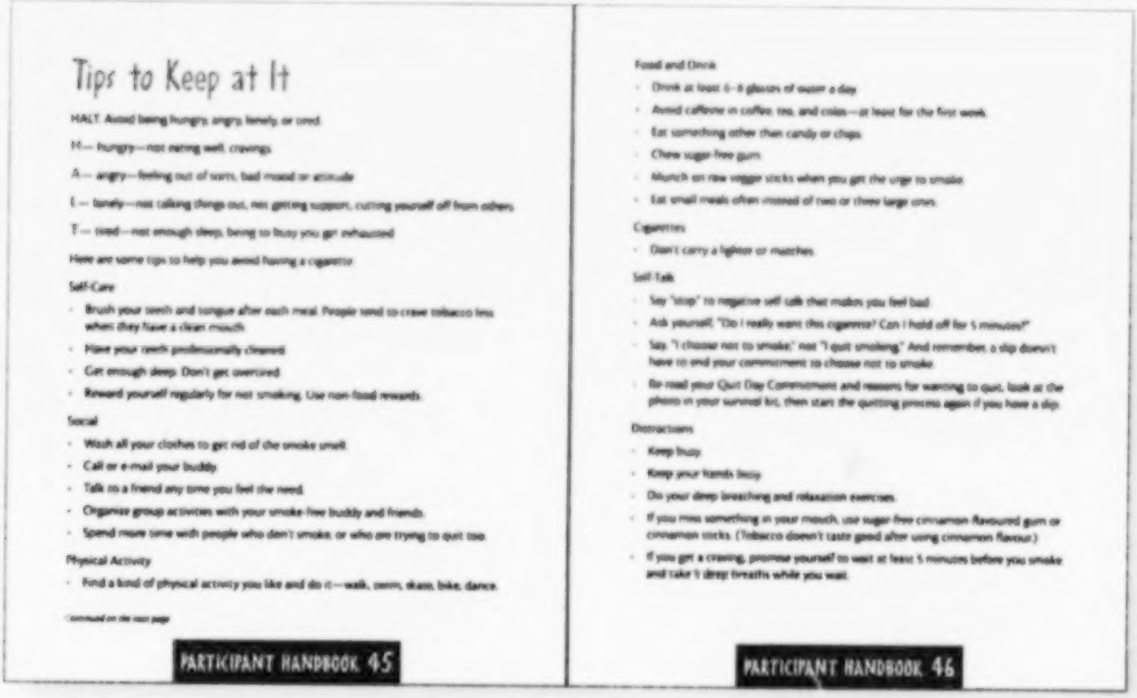
PARTICIPANT HANDBOOK 44

*with your buddy, and write in how you plan to cope. Remember to ask your buddy how they can help."*

*"Tips to Keep at It on page 45 of the* Participant Handbook *also has ideas to help you not smoke."*

*"Turn your book over when you are done."*

**After 10 minutes, or all the books are turned over, ask each participant-buddy pair to**
*"share one way you will cope with triggers."*



## Tips to Keep at It

HALT: Avoid being hungry, angry, lonely, or tired.

H— hungry—not eating well, cravings

A— angry—feeling out of sorts, bad mood or attitude

L— lonely—not talking things out, not getting support, cutting yourself off from others

T— tired—not enough sleep, being so busy you get exhausted

Here are some tips to help you avoid having a cigarette:

Self-Care

- Brush your teeth and tongue after each meal. People tend to crave tobacco less when they have a clean mouth.
- Have your teeth professionally cleaned.
- Get enough sleep. Don't get overtired.
- Reward yourself regularly for not smoking. Use non-food rewards.

Social

- Wash all your clothes to get rid of the smoke smell.
- Call or e-mail your buddy.
- Talk to a friend any time you feel the need.
- Organize group activities with your smoke-free buddy and friends.
- Spend more time with people who don't smoke, or who are trying to quit too.

Physical Activity

- Find a kind of physical activity you like and do it—walk, swim, skate, bike, dance.

Continued on the next page

PARTICIPANT HANDBOOK 45

Food and Drink

- Drink at least 6–8 glasses of water a day.
- Avoid caffeine in coffee, tea, and colas—at least for the first week.
- Eat something other than candy or chips.
- Chew sugar-free gum.
- Munch on raw veggie sticks when you get the urge to smoke.
- Eat small meals often instead of two or three large ones.

Cigarettes

- Don't carry a lighter or matches.

Self-Talk

- Say "stop" to negative self-talk that makes you feel bad.
- Ask yourself, "Do I really want this cigarette? Can I hold off for 5 minutes?"
- Say, "I choose not to smoke," not "I quit smoking." And remember, a slip doesn't have to end your commitment to choose not to smoke.
- Re-read your Quit Day Commitment and reasons for wanting to quit, look at the photo in your survival kit, then start the quitting process again if you have a slip.

Distractions

- Keep busy.
- Keep your hands busy.
- Do your deep breathing and relaxation exercises.
- If you miss something in your mouth, use sugar-free cinnamon-flavoured gum or cinnamon sticks. (Tobacco doesn't taste good after using cinnamon flavour.)
- If you get a craving, promise yourself to wait at least 5 minutes before you smoke and take 5 deep breaths while you wait.

PARTICIPANT HANDBOOK 46

## Closing (5 minutes)

*"Days 3 and 6 after Quit Day are times in the quitting process when people are vulnerable to slips and relapse. Would any participants and buddies who want to eat lunch together this week take a minute now to agree when and where to meet."*

*"Willpower is not enough to stop smoking. Follow your plan, use the Four Ds (especially deep breathing), positive self-talk, and your buddy's support. If you slip and have a puff or a cigarette, look at what caused the slip and think what you could do in this situation the next time to get through it without smoking. If you know what caused you to smoke, you'll have a better chance of quitting the next time. We hope everyone will come to the next meeting whether you are smoke free or not. We are going to focus on ways*

> *to cope with stress. Remember, each cigarette you don't smoke is a personal success."*

Give out gum.

> *"Let's celebrate our successes so far by seeing who can blow the biggest bubble. Remember, no matter how big that urge to smoke is, it will fade and go away in 1½–5 minutes—even if you don't smoke."*
>
> *"Have a great week."*

Remind the group of the time and place of the next meeting. Give out attendance tickets.

## After the meeting

- ✓ Put the desks back.
- ✓ Arrange with staff adviser to have balloons for next meeting—one for each participant, buddy, and peer leader.

# MEETING 9

# Stress Busters

## Meeting Purpose

- identify and use strategies to cope with stress

## Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow ballpoint pens from the school office for students who don't bring pens (will need pens to write on balloons).

## Take to meeting

- ✓ 2 attendance sheets
- ✓ 6 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ a balloon for each participant, buddy, and peer leader
- ✓ tar jar (optional)
- ✓ butt jar (optional)

## Set up meeting

- ✓ Arrange desks in a semi-circle so everyone can see each other.
- Write on the board, on far left—"stresses"—and on far right—"stress busters."

**This should be a fun and positive meeting.**
**Enjoy blowing away stress.**

## Meeting 9 Start

Ask people to fill in the attendance forms as they come in.

## Check In (5 minutes)

*"Welcome back. It's been a week since Quit Day."*

Ask,

- *"Raise your hand if you have overcome even one pressure situation to smoke?"*
- *"Would the people who have not smoked tell us if the withdrawal symptoms have lessened?"*
- *"Would anyone who has had a slip, tell us what you learned that will help you or someone else in this situation when you try to stop smoking again? Are there ways the group can help you reach your goal?"*

## Stress (10 minutes)

*"Today we want to focus on coping with stress."*

**Give out chalk and ask every person, including buddies, to** *"write one thing that you find stressful in your lives under the heading, 'stresses.'"*

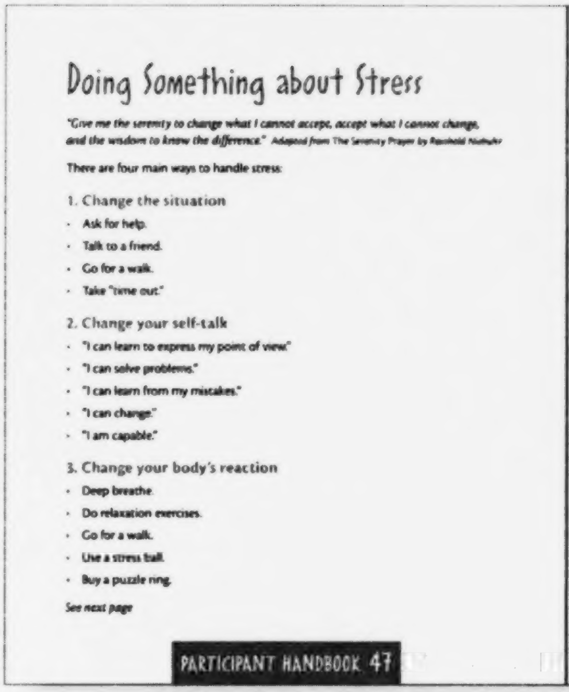
Ask each person to *"write under 'stress busters' one* ***healthy*** *thing you do to avoid, accept, or alter the stress you wrote."* **If necessary, prompt them with suggestions such as, go for a walk, tell a joke, talk to a friend, or get math help.**

Read the list aloud **and ask if anyone wants to add other healthy "stress busters" they have found useful.**

*"We can see that stress is in everyone's life, and people have different ways to deal with it. Now as a group we are going to look at doing something about stress."*

## Doing Something About Stress (20 minutes)

*"Turn to Doing Something About Stress on page 47 of the* Participant Handbook *and page 27 of the* Buddy Handbook. *In pairs, read the information about the four main ways to handle*



# Doing Something about Stress

*"Give me the serenity to change what I cannot accept, accept what I cannot change, and the wisdom to know the difference."* Adapted from The Serenity Prayer by Reinhold Niebuhr

There are four main ways to handle stress:

### 1. Change the situation

- Ask for help.
- Talk to a friend.
- Go for a walk.
- Take "time out."

### 2. Change your self-talk

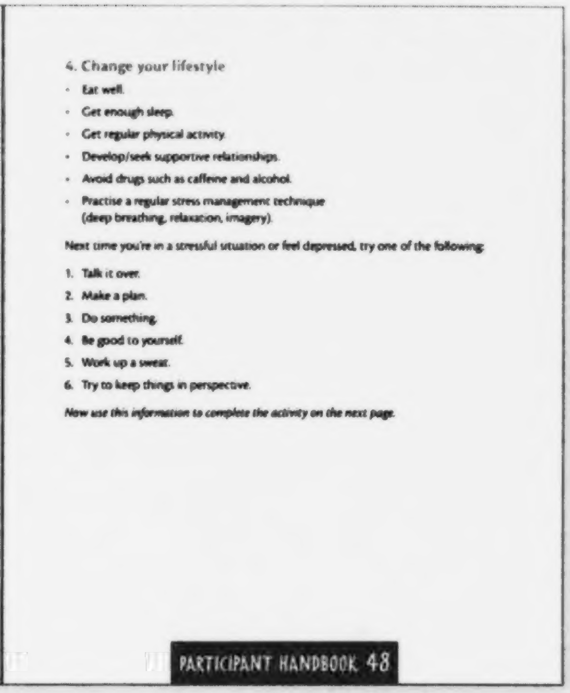
- "I can learn to express my point of view."
- "I can solve problems."
- "I can learn from my mistakes."
- "I can change."
- "I am capable."

### 3. Change your body's reaction

- Deep breathe.
- Do relaxation exercises.
- Go for a walk.
- Use a stress ball.
- Buy a puzzle ring.

*See next page*

PARTICIPANT HANDBOOK 47



### 4. Change your lifestyle

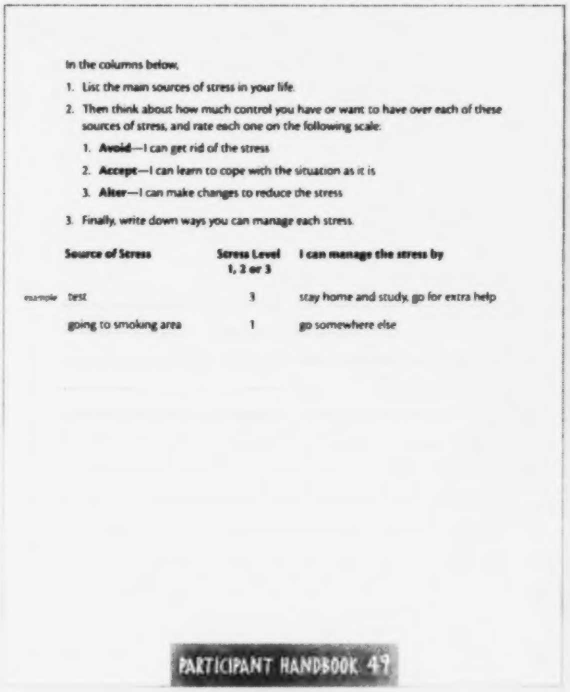
- Eat well.
- Get enough sleep.
- Get regular physical activity.
- Develop/seek supportive relationships.
- Avoid drugs such as caffeine and alcohol.
- Practise a regular stress management technique (deep breathing, relaxation, imagery).

Next time you're in a stressful situation or feel depressed, try one of the following:

1. Talk it over.
2. Make a plan.
3. Do something.
4. Be good to yourself.
5. Work up a sweat.
6. Try to keep things in perspective.

*Now use this information to complete the activity on the next page.*

PARTICIPANT HANDBOOK 48



In the columns below,

1. List the main sources of stress in your life.
2. Then think about how much control you have or want to have over each of these sources of stress, and rate each one on the following scale:
   1. **Avoid**—I can get rid of the stress
   2. **Accept**—I can learn to cope with the situation as it is
   3. **Alter**—I can make changes to reduce the stress
3. Finally, write down ways you can manage each stress.

| | **Source of Stress** | **Stress Level 1, 2 or 3** | **I can manage the stress by** |
|---|---|---|---|
| example | test | 3 | stay home and study, go for extra help |
| | going to smoking area | 1 | go somewhere else |

PARTICIPANT HANDBOOK 49

*stress. Then take 10 minutes to use this information and the Stress Buster chart we created, to write in your answers. Since we can all benefit from healthy ways to deal with stress, buddies can do this as well while your partner does it for themselves."*

*"When you are done, please turn your handbooks over."*

**After 10 minutes, or as soon as everyone has turned their book over, ask** *"Did anyone discover new ways to respond to the stress? How do you think these strategies will be helpful?"*

**Give each person a balloon. Ask them to carefully write one of their stresses on the balloon in pen, and tell their buddy how they will avoid, alter, or accept that stress.**

**After 1–2 minutes, ask them to carefully blow up their balloon, tie a knot at the end, and hold it above their head.**

**When everyone has their balloon above their head, ask them to put the pen side down on the chair and sit on their balloon to "blow away their stresses." Break the balloons.**

*"Dealing with stress in reality isn't always as simple as popping a balloon. But perhaps you can use this activity with your 'Do Something About Stress' plan, to visualize your stress blowing away."*

## Closing (5 minutes)

*"Parts of our meetings may seem repetitive. That's because this is a support group. An important part of each meeting is asking how people are doing and, if they want it, offering ideas from others in the group that may be helpful."*

*"The Four Ds, positive self-talk, your plans, and learning from a slip are effective ways to help you not smoke. So you will hear and see them often."*

*"All the best until our next meeting."*

Give everyone an attendance ticket.

## After the meeting

- Put the desks back.

# MEETING 10

# Learning from a Slip

## Meeting Purpose

- continue to support each other to stay smoke free
- develop strategies for asking others to support them in their goal
- become aware of how to handle a slip or relapse

## Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.
✓ Read meeting plan and decide what part of the meeting each peer leader will do.
Photocopy and then cut out the attendance tickets.
Borrow pencils from the school office for students who don't bring pens.

## Take to meeting

✓ 2 attendance sheets
✓ 6 pieces of chalk
✓ pencils to lend to people who didn't bring them
✓ an attendance ticket for each participant and buddy
✓ Group Guidelines poster
✓ tar jar (optional)
✓ butt jar (optional)

## Set up meeting

- Arrange desks in a semi-circle so everyone can see each other.

**You are helping people stay in the "quitting stage" or return to the "getting ready to quit stage."**
**Stay positive.**
**Give lots of encouragement.**
**All the best to you.**

### Meeting 10 Start

Ask people to fill in the attendance forms as they come in.

### **How Are You Doing?** (as long as the group takes to answer the questions, but no longer than **10 minutes**)

> *"Welcome back."*

**Ask the group:**

- *"Raise your hand if you have overcome even one pressure situation to smoke?"*
- *"For those who are still smoke free, have withdrawal symptoms subsided?"*
- *"For those who haven't been smoke-free, have you learned something that will help you during your next quit attempt?"*

### **Learning from a Slip** (as long as it takes the group to do the activity, but no longer than **25 minutes**)

> *"We talked about a slip or relapse as one stage in the process of quitting during Meeting 4. We want to focus on that again today."*

Ask everyone who has smoked since Quit Day to come up as a group, get chalk, write one situation or problem that lead to their slip, and sit down. If there are more than one of the same situation or problem, erase all but one of the similar answers. Then number the situations.

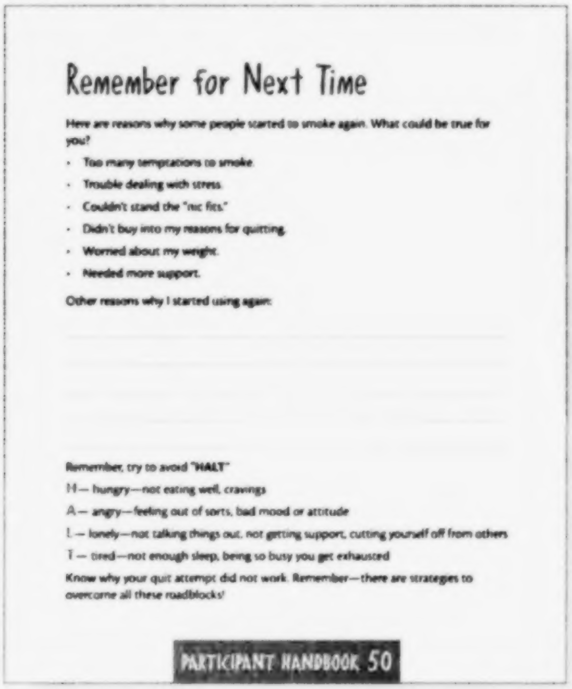
**Ask the group** *"Starting with number one, let's brainstorm answers that might help for each situation or problem listed, so people could get through them without smoking."*

Write their answers with the matching number, on the board near the problem being addressed.

> *"Our group work may help people refine their plans to become smoke free."*

*"Turn to Remember For Next Time on page 50 of the* Participant Handbook. *Many people start to smoke again after stopping because something got in their way."*

*"In participant-buddy pairs, take 5 minutes to read the list of roadblocks and have your buddy check off the things that may be true for you. Please write in any other examples. Turn your book over when you are done."*



## Remember for Next Time

**Here are reasons why some people started to smoke again. What could be true for you?**

- **Too many temptations to smoke.**
- **Trouble dealing with stress.**
- **Couldn't stand the "nic fits."**
- **Didn't buy into my reasons for quitting.**
- **Worried about my weight.**
- **Needed more support.**

**Other reasons why I started using again:**

**Remember, try to avoid "HALT"**

H — hungry—not eating well, cravings

A — angry—feeling out of sorts, bad mood or attitude

L — lonely—not talking things out, not getting support, cutting yourself off from others

T — tired—not enough sleep, being so busy you get exhausted

**Know why your quit attempt did not work. Remember—there are strategies to overcome all these roadblocks!**

PARTICIPANT HANDBOOK 50

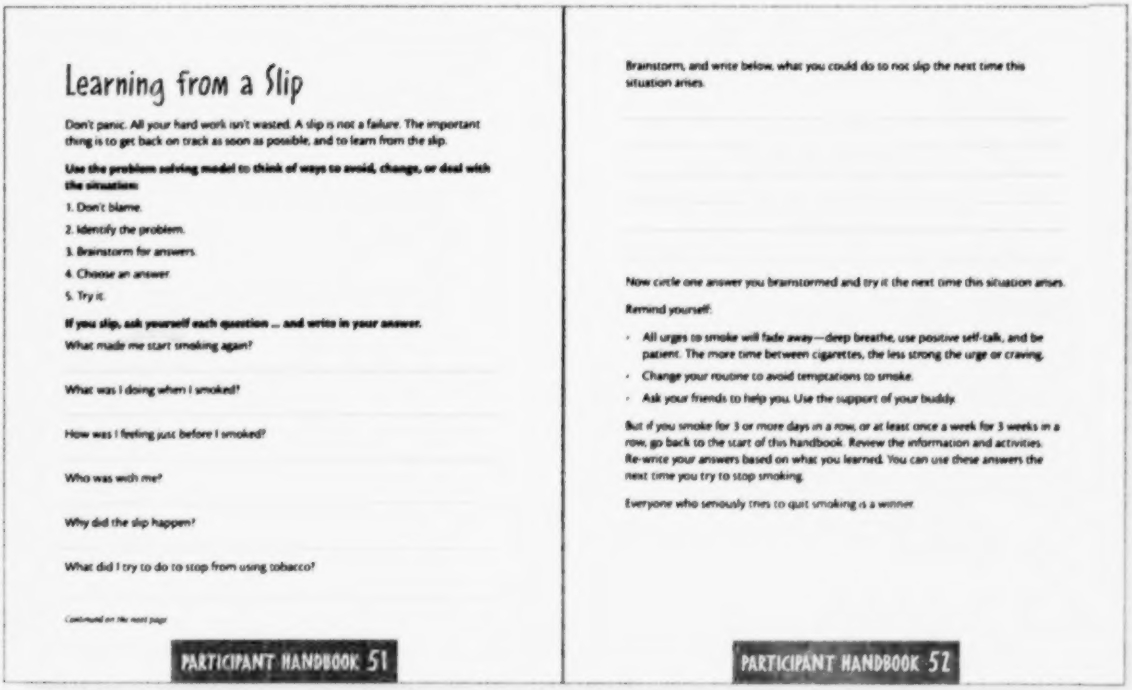
**After 5 minutes or when everyone has turned their book over, ask them to**

*"Now turn to Learning From a Slip on page 51 of the* Participant Handbook. *Take up to 10 minutes to read it and use the problem-solving model to think of ways to avoid, change, or deal with a situation, and answer the questions."*

# MEETING 10.4

*"For people who have not had a slip, think about those situations where you feel most vulnerable to smoking and answer the questions for these situations."*

*"Buddies, please read the questions to your partner and record their answers in their book. Feel free to help brainstorm ideas with your partner. When you are done, please turn the handbook over."*



## Learning from a Slip

Don't panic. All your hard work isn't wasted. A slip is not a failure. The important thing is to get back on track as soon as possible, and to learn from the slip.

**Use the problem solving model to think of ways to avoid, change, or deal with the situation:**

1. Don't blame.
2. Identify the problem.
3. Brainstorm for answers.
4. Choose an answer.
5. Try it.

**If you slip, ask yourself each question ... and write in your answer.**

What made me start smoking again?

What was I doing when I smoked?

How was I feeling just before I smoked?

Who was with me?

Why did the slip happen?

What did I try to do to stop from using tobacco?

*Continued on the next page*

PARTICIPANT HANDBOOK 51

Brainstorm, and write below, what you could do to not slip the next time this situation arises.

Now circle one answer you brainstormed and try it the next time this situation arises.

Remind yourself:

- All urges to smoke will fade away—deep breathe, use positive self-talk, and be patient. The more time between cigarettes, the less strong the urge or craving.
- Change your routine to avoid temptations to smoke.
- Ask your friends to help you. Use the support of your buddy.

But if you smoke for 3 or more days in a row, or at least once a week for 3 weeks in a row, go back to the start of this handbook. Review the information and activities. Re-write your answers based on what you learned. You can use these answers the next time you try to stop smoking.

Everyone who seriously tries to quit smoking is a winner.

PARTICIPANT HANDBOOK 52

After 10 minutes **or everyone's book is turned over.** Ask the group *"Does anyone want to share a slip situation and what they plan to do next time?"*

Ask *"Put up your hands if you have used your stress ball to keep your hands busy or as a stress reliever."* Encourage everyone **to keep using their coping with triggers plans, Four Ds, positive self-talk, stress busters, and support of their buddy.**

## Closing (5 minutes)

Close the meeting by asking the group *"does anyone have any questions, thoughts, reactions, or feelings about the session you want to share with the group?"*

Peer leaders, answer any questions to the best of your ability. If you don't know the answer, let the group know you will find out before the next meeting and report back to them then.

Idea: Inviting the group to share their thoughts and feelings may help deal with any problems and prepare for future sessions, and gives participants a chance to reflect on their experience so far.

Remind the group of the time and place of the next meeting and give out attendance tickets.

## After the meeting

✓ Put the desks back.

✓ Ask the staff adviser or Public Health/Addiction Services staff to find out the answers to questions you were not able to answer.

# MEETING 11

# Benefits of Being Smoke Free

## Meeting Purpose

- recognize your benefits of being smoke free or smoking less
- calculate your financial benefits of being smoke free or smoking less

## Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring pens.

## Take to meeting

- ✓ 2 attendance sheets
- ✓ 2 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ tar jar (optional)
- ✓ butt jar (optional)

## Set up meeting

- ✓ Arrange desks in a semi-circle so everyone can see each other.

**Today you will learn some of the benefits people have experienced as a result of the program you volunteered to lead. Thank you for helping.**

## Meeting 11 Start

Ask people to fill in the attendance forms as they come in.

Answer any questions that you had to find the answer to from the last meeting.

## Benefits of Being Smoke-free (20 minutes)

> *"Congratulations. It has been two weeks since Quit Day. Being smoke free for at least two weeks will increase your likelihood of success in quitting. Let's see what differences people have noticed as a result of smoking less."*
>
> *"Turn to the My Benefits of Being Smoke Free on page 53 in the* Participant Handbook.*"*
>
> *"Buddies, take up to 5 minutes to ask the questions and record your partner's answers in their handbook. Turn the handbook over when you are done."*

### My Benefits of Being Smoke Free

What benefits have you experienced since quitting or cutting down?

What do you like about not smoking or smoking less?

Positive changes my buddy has noticed in me since I quit or smoke less.

PARTICIPANT HANDBOOK 53

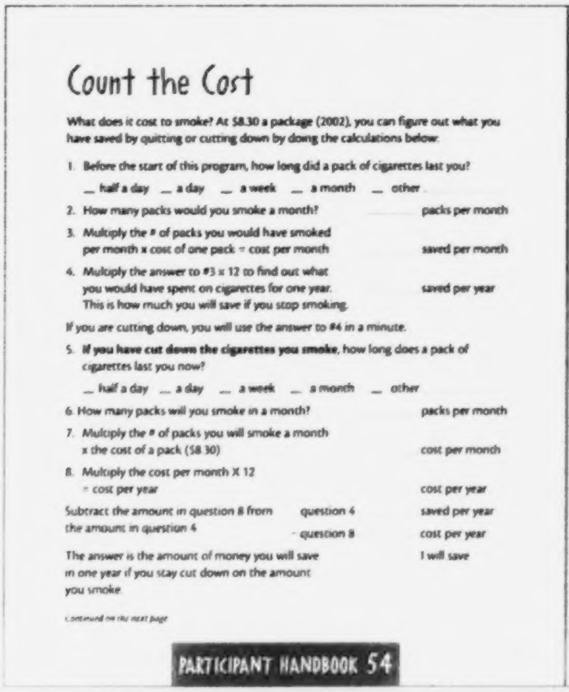
**After 5 minutes or when everyone's handbook is turned over, ask the participants to**

> *"Tell one benefit and one thing you like about smoking less."*
>
> **Then ask the buddies to** *"Tell one positive change you noticed in your partner."*

**Two peer leaders alternate writing the benefits on the board, so it can be done twice as fast. Leave the answers on the board for the next activity.**

## Financial Costs and Benefits (15 minutes)

> *"Turn to Count the Cost on page 54 of the* Participant Handbook. *Buddies, take up to 5 minutes to ask the questions, record your partner's answers in their handbook, and do the math calculations. Turn the handbook over when you are done."*



### Count the Cost

**What does it cost to smoke? At $8.30 a package (2002), you can figure out what you have saved by quitting or cutting down by doing the calculations below.**

1. **Before the start of this program, how long did a pack of cigarettes last you?**
   _ half a day   _ a day   _ a week   _ a month   _ other
2. How many packs would you smoke a month? ______ packs per month
3. Multiply the # of packs you would have smoked per month x cost of one pack = cost per month ______ saved per month
4. Multiply the answer to #3 x 12 to find out what you would have spent on cigarettes for one year. This is how much you will save if you stop smoking. ______ saved per year

If you are cutting down, you will use the answer to #4 in a minute.

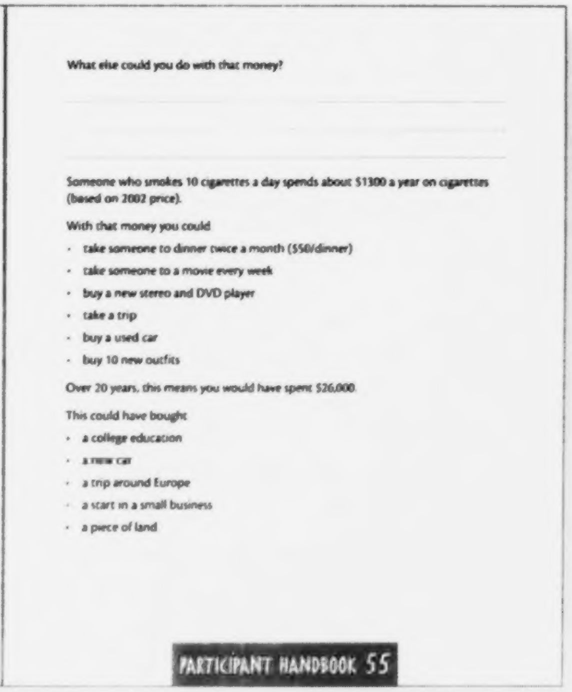
5. **If you have cut down the cigarettes you smoke**, how long does a pack of cigarettes last you now?
   _ half a day   _ a day   _ a week   _ a month   _ other
6. How many packs will you smoke in a month? ______ packs per month
7. Multiply the # of packs you will smoke a month x the cost of a pack ($8.30) ______ cost per month
8. Multiply the cost per month X 12 = cost per year ______ cost per year

Subtract the amount in question 8 from the amount in question 4
question 4 ______ saved per year
- question 8 ______ cost per year

The answer is the amount of money you will save in one year if you stay cut down on the amount you smoke ______ I will save

Continued on the next page

PARTICIPANT HANDBOOK 54



**What else could you do with that money?**

Someone who smokes 10 cigarettes a day spends about $1300 a year on cigarettes (based on 2002 price).

With that money you could

- take someone to dinner twice a month ($50/dinner)
- take someone to a movie every week
- buy a new stereo and DVD player
- take a trip
- buy a used car
- buy 10 new outfits

Over 20 years, this means you would have spent $26,000.

This could have bought

- a college education
- a new car
- a trip around Europe
- a start in a small business
- a piece of land

PARTICIPANT HANDBOOK 55

**After 5 minutes or when all the handbooks are turned over, ask each pair to**

> *"Tell the amount of money you will save in the next year and one thing you would do with the money."*

**Have two peer leaders alternate writing the answers on the board so it goes twice as fast. When everyone has spoken, add up the total money that could be saved by the group and write it on the board.**

**After everyone has spoken, refer to the answers written on the board from two activities.**

> *"We can see here, that people in our group are experiencing benefits, and how much money they can save by changing their smoking behaviour. Give yourselves a round of applause. Keep working at not smoking. Remember: every cigarette not smoked is a personal success."*

## Closing (5 minutes)

**Ask the group:**

> *"Raise your hand if you have overcome any pressure situations. Do you want to share one?"*
>
> *"Clap for yourself if you are smoking less than before Quit Day."*
>
> *"Raise your hand if you are smoke-free. Have you noticed changes in yourself."*
>
> *"How do you feel the group is helping you reach your goal of being smoke free or cutting down?"*

**Thank everyone for coming and remind them of the time and place of the next meeting.**

**Give out attendance tickets.**

## After the meeting

- ✓ Put the desks back.
- ✓ Call your contact person at Public Health Services or Addiction Services and tell them the date, time, and place for Meeting 15. They need to know well ahead of time so they can plan to be there to give out recognition certificates, CD player, and the gift certificates.

## MEETING 12

# Media Watch

### Meeting Purpose

- explore issues relating to the tobacco industry's sponsorship of youth-oriented events
- recognize the tobacco industry's targeting of youth

### Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

Photocopy and then cut out the attendance tickets.

Borrow pencils from the school office for students who don't bring pens.

### Take to meeting

✓ 2 attendance sheets

✓ 2 pieces of chalk

✓ pencils to lend to people who didn't bring them

✓ an attendance ticket for each participant and buddy

✓ Group Guidelines poster

✓ tar jar (optional)

✓ butt jar (optional)

### Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

Write the following questions on the board:

"Should tobacco companies be allowed to sponsor events such as rock concerts?"

"Do you think sponsoring events like this is a direct attempt by the tobacco industry to promote smoking to youth?"

## Meeting 12 Start

Ask people to fill in the attendance forms as they come in.

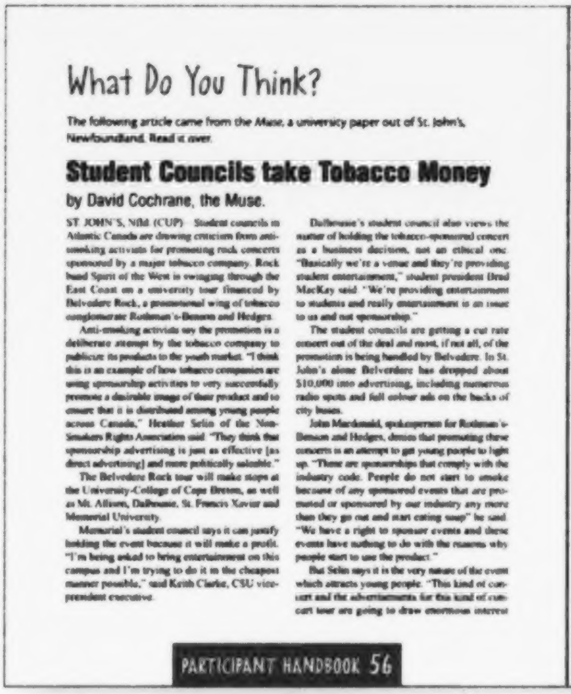
## Tobacco Sponsorship (15 minutes)

> *"Welcome. Today we are going to start with a change of pace. In 1995, tobacco companies spent $5 billion dollars in the United States alone on advertising and promotions to get people to start or keep smoking their products. By 2000, it had doubled to almost $10 billion dollars. That's over 26 million dollars a day that tobacco companies spent to advertise and promote their deadly products ... and they made $165 billion dollars a year in return.*
>
> *"It's interesting that when a RJ Reynolds tobacco executive was asked why none of the tobacco company executives smoked, he answered, "We don't smoke the [stuff], we just sell it. We reserve the right to smoke for the young, the poor, the black, and the stupid."*
>
> *"Turn to What Do You Think? on page 56 of the* Participant Handbook *and page 30 of the* Buddy Handbook. *Read the article and, in groups of four, take 10 minutes to complete the questions. Turn your handbooks over when you are done."*

After 10 minutes, or all the handbooks are turned over, ask the groups to share how they feel about tobacco industry sponsorship by answering the questions on the board.

**Ask** *"Should tobacco companies be allowed to sponsor events such as rock concerts?"*

*"Do you think sponsoring events like this is a direct attempt by the tobacco industry to promote smoking to youth?"*



## What Do You Think?

The following article came from the *Muse*, a university paper out of St. John's, Newfoundland. Read it over.

### Student Councils take Tobacco Money

by David Cochrane, the Muse.

ST. JOHN'S, Nfld. (CUP) – Student councils in Atlantic Canada are drawing criticism from anti-smoking activists for promoting rock concerts sponsored by a major tobacco company. Rock band Spirit of the West is swinging through the East Coast on a university tour financed by Belvedere Rock, a promotional wing of tobacco conglomerate Rothman's-Benson and Hedges.

Anti-smoking activists say the promotion is a deliberate attempt by the tobacco company to publicize its products to the youth market. "I think this is an example of how tobacco companies are using sponsorship activities to very successfully promote a desirable image of their product and to ensure that it is distributed among young people across Canada," Heather Selin of the Non-Smokers Rights Association said. "They think that sponsorship advertising is just as effective [as direct advertising] and more politically saleable."

The Belvedere Rock tour will make stops at the University-College of Cape Breton, as well as Mt. Allison, Dalhousie, St. Francis Xavier and Memorial University.

Memorial's student council says it can justify holding the event because it will make a profit. "I'm being asked to bring entertainment on this campus and I'm trying to do it in the cheapest manner possible," said Keith Clarke, CSU vice-president executive.

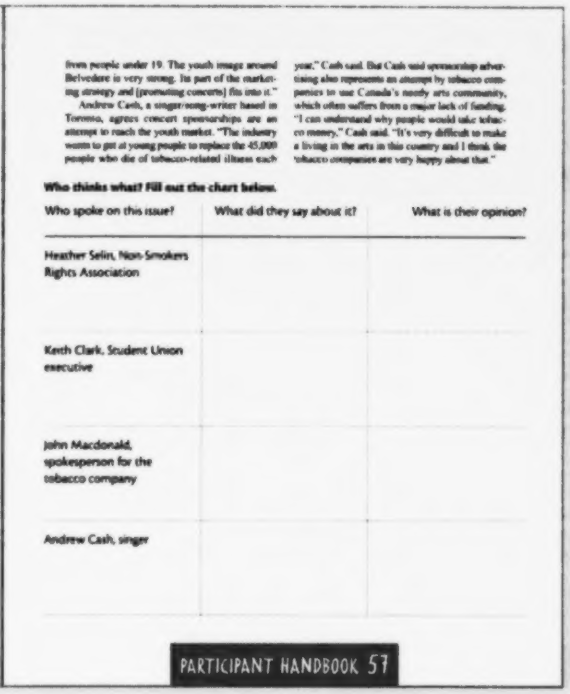
Dalhousie's student council also views the matter of holding the tobacco-sponsored concert as a business decision, not an ethical one. "Basically we're a venue and they're providing student entertainment," student president Brad MacKay said. "We're providing entertainment to students and really entertainment is an issue to us and not sponsorship."

The student councils are getting a cut rate concert out of the deal and most, if not all, of the promotion is being handled by Belvedere. In St. John's alone Belverdere has dropped about $10,000 into advertising, including numerous radio spots and full colour ads on the backs of city buses.

John Macdonald, spokesperson for Rothman's-Benson and Hedges, denies that promoting these concerts is an attempt to get young people to light up. "These are sponsorships that comply with the industry code. People do not start to smoke because of any sponsored events that are promoted or sponsored by our industry any more than they go out and start eating soap" he said. "We have a right to sponsor events and these events have nothing to do with the reasons why people start to use the product."

But Selin says it is the very nature of the event which attracts young people. "This kind of concert and the advertisements for this kind of concert tour are going to draw enormous interest

PARTICIPANT HANDBOOK 56



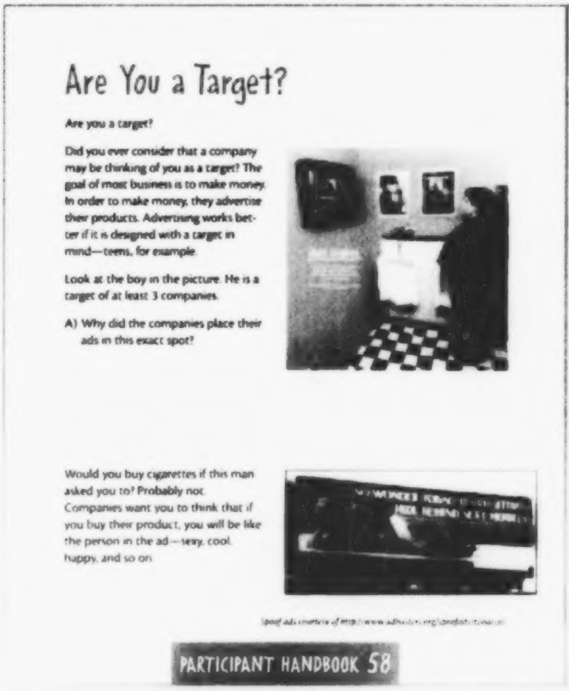
from people under 19. The youth image around Belvedere is very strong. Its part of the marketing strategy and [promoting concerts] fits into it."

Andrew Cash, a singer/song-writer based in Toronto, agrees concert sponsorships are an attempt to reach the youth market. "The industry wants to get at young people to replace the 45,000 people who die of tobacco-related illness each year," Cash said. But Cash said sponsorship advertising also represents an attempt by tobacco companies to use Canada's needy arts community, which often suffers from a major lack of funding. "I can understand why people would take tobacco money," Cash said. "It's very difficult to make a living in the arts in this country and I think the tobacco companies are very happy about that."

**Who thinks what? Fill out the chart below.**

| Who spoke on this issue? | What did they say about it? | What is their opinion? |
|---|---|---|
| Heather Selin, Non-Smokers Rights Association | | |
| Keith Clark, Student Union executive | | |
| John Macdonald, spokesperson for the tobacco company | | |
| Andrew Cash, singer | | |

PARTICIPANT HANDBOOK 57



## Are You a Target?

**Are you a target?**

Did you ever consider that a company may be thinking of you as a target? The goal of most business is to make money. In order to make money, they advertise their products. Advertising works better if it is designed with a target in mind—teens, for example.

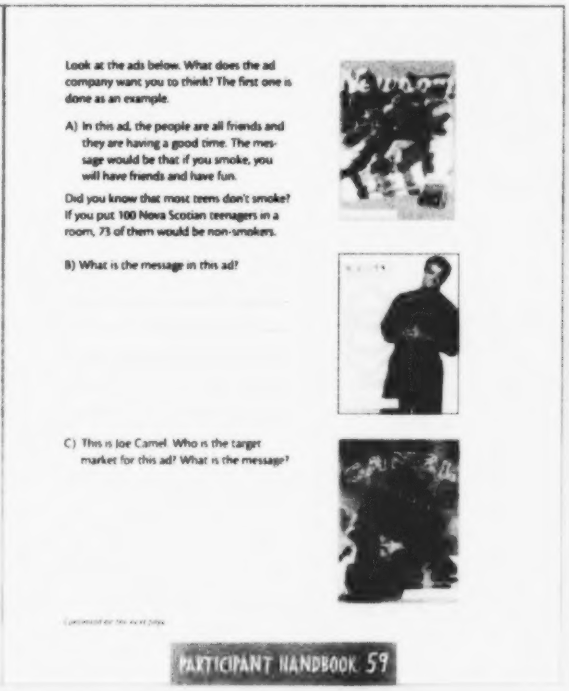
Look at the boy in the picture. He is a target of at least 3 companies.

A) Why did the companies place their ads in this exact spot?

Would you buy cigarettes if this man asked you to? Probably not. Companies want you to think that if you buy their product, you will be like the person in the ad—sexy, cool, happy, and so on.

Spoof ads courtesy of http://www.adbusters.org/spoofads/tobacco/

PARTICIPANT HANDBOOK 58



Look at the ads below. What does the ad company want you to think? The first one is done as an example.

A) In this ad, the people are all friends and they are having a good time. The message would be that if you smoke, you will have friends and have fun.

Did you know that most teens don't smoke? If you put 100 Nova Scotian teenagers in a room, 73 of them would be non-smokers.

B) What is the message in this ad?

C) This is Joe Camel. Who is the target market for this ad? What is the message?

Continued on the next page

PARTICIPANT HANDBOOK 59

D) Here are some "spoof ads" that speak out against the marketing tactics of companies to try and show what tobacco smoking is really all about. What do you think of these?

E) Think of an ad you have seen and describe how you would re-design it as a "spoof ad" that shows what smoking is really about.

Check out these websites to find out what the tobacco industry says about youth and to see how the tobacco industry makes money at your expense.

http://www.getrage.org

http://www.wholetruth.com/

PARTICIPANT HANDBOOK 60

## Are You a Target? (20 minutes)

*"Turn to Are You a Target? on page 58 of the* Participant Handbook *and page 32 of the* Buddy Handbook."

*"In your same groups, take 10 minutes to complete the activity. Turn your books over when you are done."*

**After 10 minutes, ask the group the following questions. Move on to the next question after two minutes of discussion.**

**Ask** *"Do you believe the tobacco industry is portraying its products falsely to attract youth smokers?"*

*"Do you believe the tobacco industry is trying to attract youth smokers?"*

*"How do you feel about the tobacco industry now that you've thought about what is behind these ads?"*

> *"Did anyone have time to design a spoof ad? If so, can you tell us your idea?"*
>
> *"Check out the websites listed at the end of* Are You a Target? *to see how the tobacco industry targets youth, and how much money they make at the expense of your health. The information you find will make our next meeting more effective."*

## Closing (5 minutes)

**Ask the group**

> *"Raise your hand if you have overcome any pressure situations."*
>
> *"Clap for yourself if you are smoking less than before Quit Day."*
>
> *"Raise your hand if you are smoke-free. What changes have you noticed in yourself?"*
>
> *"Does anyone have any questions you need answered to help with the process of quitting?"*

If you can't answer them, let them know you will find out and share the answer with the group at the start of the next meeting.

**Remind participants** to *"call on your buddies and other friends for support."* **Wish them well.**

**Remind the group** of the time and place of the next meeting.

**Give** attendance tickets.

## After the meeting

- ✓ Put the desks back.
- ✓ Find the answer to any question you couldn't answer during the meeting.

## MEETING 13

# The Truth about Smoking

### Meeting Purpose

- recognize myths about smoking
- promotion of non-smoking messages
- promotion of the program

### Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

📄 Photocopy and then cut out the attendance tickets.

✏ Borrow pencils from the school office for students who don't bring pens.

✓ Get any questions left from last meeting answered.

### Take to meeting

✓ 2 attendance sheets

✓ 6 pieces of chalk

✓ pencils to lend to people who didn't bring them

✓ an attendance ticket for each participant and buddy

✓ Group Guidelines poster

✓ tar jar (optional)

✓ butt jar (optional)

✓ 3–4 pieces of loose leaf paper

### Set up meeting

- Arrange desks in a semi-circle so everyone can see each other.

**Here's a chance to be creative.**
**We really need messages that will work with young people.**
**Please record the messages for us. We'll pick them up at Meeting 15.**

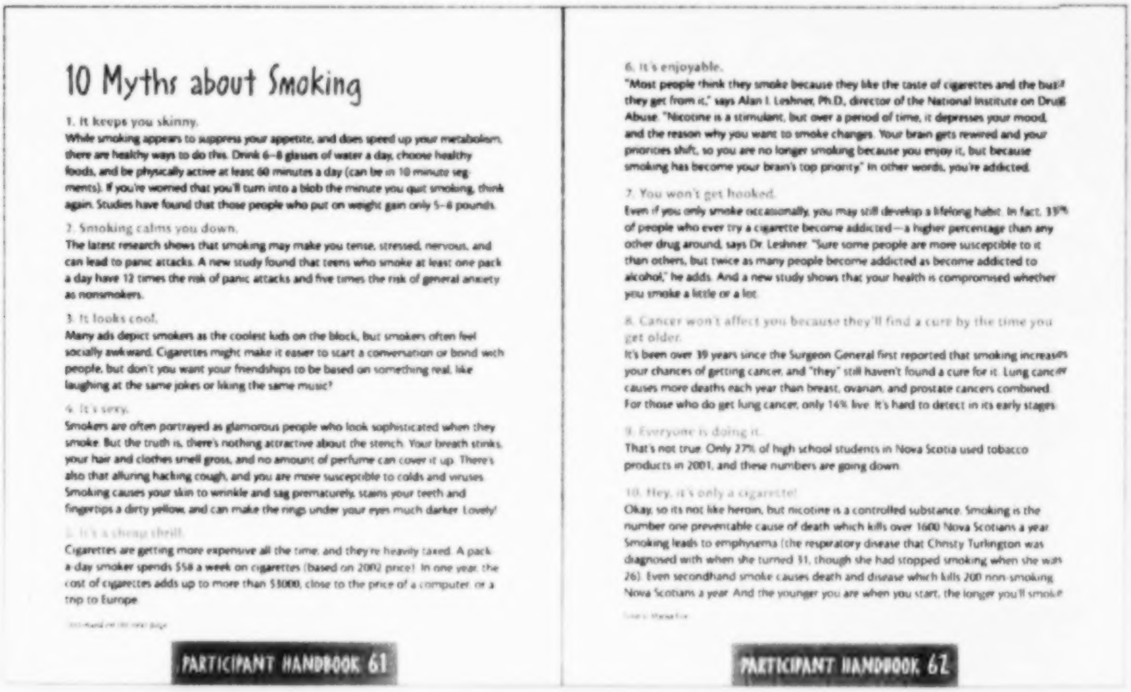
### Meeting 13 Start

Ask people to fill in the attendance forms as they come in.

Answer any questions left over from the last meeting.

### Myths About Smoking (10 minutes)

> *"Welcome back. Last day we looked at how the tobacco industry tries to manipulate youth. Hopefully you had time to check out the websites listed in Are You a Target? Today we are going to use our knowledge to support other people in our school and people younger than us."*
>
> *"Turn to 10 Myths about Smoking on page 61 of the* Participant Handbook *and page 35 of the* Buddy Handbook. *Take 5 minutes to read them and turn over your book when you are done."*



## 10 Myths about Smoking

1. It keeps you skinny.

While smoking appears to suppress your appetite, and does speed up your metabolism, there are healthy ways to do this. Drink 6–8 glasses of water a day, choose healthy foods, and be physically active at least 60 minutes a day (can be in 10 minute segments). If you're worried that you'll turn into a blob the minute you quit smoking, think again. Studies have found that those people who put on weight gain only 5–8 pounds.

2. Smoking calms you down.

The latest research shows that smoking may make you tense, stressed, nervous, and can lead to panic attacks. A new study found that teens who smoke at least one pack a day have 12 times the risk of panic attacks and five times the risk of general anxiety as nonsmokers.

3. It looks cool.

Many ads depict smokers as the coolest kids on the block, but smokers often feel socially awkward. Cigarettes might make it easier to start a conversation or bond with people, but don't you want your friendships to be based on something real, like laughing at the same jokes or liking the same music?

4. It's sexy.

Smokers are often portrayed as glamorous people who look sophisticated when they smoke. But the truth is, there's nothing attractive about the stench. Your breath stinks, your hair and clothes smell gross, and no amount of perfume can cover it up. There's also that alluring hacking cough, and you are more susceptible to colds and viruses. Smoking causes your skin to wrinkle and sag prematurely, stains your teeth and fingertips a dirty yellow, and can make the rings under your eyes much darker. Lovely!

5. It's a cheap thrill.

Cigarettes are getting more expensive all the time, and they're heavily taxed. A pack-a-day smoker spends $58 a week on cigarettes (based on 2002 price). In one year, the cost of cigarettes adds up to more than $3000, close to the price of a computer, or a trip to Europe.

continued on the next page

6. It's enjoyable.

"Most people think they smoke because they like the taste of cigarettes and the buzz they get from it," says Alan I. Leshner, Ph.D., director of the National Institute on Drug Abuse. "Nicotine is a stimulant, but over a period of time, it depresses your mood, and the reason why you want to smoke changes. Your brain gets rewired and your priorities shift, so you are no longer smoking because you enjoy it, but because smoking has become your brain's top priority." In other words, you're addicted.

7. You won't get hooked.

Even if you only smoke occasionally, you may still develop a lifelong habit. In fact, 33% of people who ever try a cigarette become addicted—a higher percentage than any other drug around, says Dr. Leshner. "Sure some people are more susceptible to it than others, but twice as many people become addicted as become addicted to alcohol," he adds. And a new study shows that your health is compromised whether you smoke a little or a lot.

8. Cancer won't affect you because they'll find a cure by the time you get older.

It's been over 39 years since the Surgeon General first reported that smoking increases your chances of getting cancer, and "they" still haven't found a cure for it. Lung cancer causes more deaths each year than breast, ovarian, and prostate cancers combined. For those who do get lung cancer, only 14% live. It's hard to detect in its early stages.

9. Everyone is doing it.

That's not true. Only 27% of high school students in Nova Scotia used tobacco products in 2001, and these numbers are going down.

10. Hey, it's only a cigarette!

Okay, so its not like heroin, but nicotine is a controlled substance. Smoking is the number one preventable cause of death which kills over 1600 Nova Scotians a year. Smoking leads to emphysema (the respiratory disease that Christy Turlington was diagnosed with when she turned 31, though she had stopped smoking when she was 26). Even secondhand smoke causes death and disease which kills 200 non-smoking Nova Scotians a year. And the younger you are when you start, the longer you'll smoke.

[illegible]

After 5 minutes or all books are turned over, ask the group

- *"Have you heard any of these myths before?"*
- *"Did you believe any of them them to be true?"*

## Tobacco Messages (15 minutes)

> *"It is important that older students be role models for younger students. Your knowledge and experience with quitting smoking could help prevent younger students from starting to smoke or encourage those who smoke to start to think about quitting."*

Give chalk to pairs or groups of four and ask each group to take 15 minutes to

> *"Brainstorm and write down some promotional messages to prevent young people from starting, or motivate them to think about quitting or to make a quit attempt. The messages need to be fairly simple so they could be made into school posters, school newsletter items, or school PA, radio, video display, or web site messages."*

Note to Peer Leaders: while the participants are writing their messages on the board, copy them on to a piece of paper so they can be used in your school, and by Public Health Services or Addiction Services next year.

In 15 minutes or when everyone is done, have the group take a minute to read everyone's messages. Ask if there are some the group really likes. If so, mark them with a star on the paper.

Tell the group you have written down all their messages and marked those they really liked. Ask if a person or group of people would like to actually do work over the next 2 weeks to get some of the messages in the school newsletter, website, video display, or radio announcements tagged with the *No More Butts!* program name. Public Health Services and Addiction Services may also use these messages to promote non-smoking with young people in future.

Ask the group to brainstorm some other uses for the messages and write them on the paper.

## Program Promotion (10 minutes)

> *"Thank you for helping to develop messages you think will work with young people. It is also important to promote this program to other students who smoke in our school next year."*

**Ask the group to** *"Brainstorm some ideas of ways to promote or market* No More Butts! *to students who smoke, using resources available in the school."*

**Record their ideas on the back of the Messages paper for use next year.**

## Closing (5 minutes)

**Go around the circle and ask people,**

> *"How are you doing in the process of quitting?"*
>
> *"Do you have any questions you want people in the group to try to answer?"*

**If they do, and the group could not help them, get the answers before the next meeting from your adviser, Public Health Services, or Addiction Services.**

> *"Only two meetings left. All the best until the next meeting."*

Remind the group **of the time and place of the next meeting.**

Give out **attendance tickets.**

## After the meeting

- ✓ Put the desks back.
- ✓ Check with the staff adviser to see what the school can contribute from the student fees fund for the final celebration. Most schools are willing to use student fee money to pay for pizza or sub sandwiches, and drinks for the participants (including you). Ask the staff adviser to make the necessary arrangements so the food is delivered 15 minutes after the start of Meeting15.
- ✓ Give your promotion messages and ideas pages to your staff adviser, who will keep them until the Public Health or Addiction Services contact person picks them up at Meeting 15.
- ✓ Call your Public Health or Addiction Services staff person to make sure they can come to the last meeting to present recognition certificates, the CD player, and gift certificates, and to tell them you gave the promotion information to your adviser.

## MEETING 14

# Celebration Preparation

### Meeting Purpose

- discuss plans for the future
- plan the final celebration

### Get ready at least 2 days before the meeting

- ✓ Book room with a blackboard and chalk.
- ✓ Read meeting plan and decide what part of the meeting each peer leader will do.
- Photocopy and then cut out the attendance tickets.
- Borrow pencils from the school office for students who don't bring pens.

### Take to meeting

- ✓ 2 attendance sheets
- ✓ 6 pieces of chalk
- ✓ pencils to lend to people who didn't bring them
- ✓ an attendance ticket for each participant and buddy
- ✓ Group Guidelines poster
- ✓ tar jar (optional)
- ✓ butt jar (optional)

### Set up meeting

- Arrange desks in a semi-circle so everyone can see each other.

**Well done.**
**Today you will be planning how to celebrate your group's successes. Keep it simple and enjoy.**

## Meeting 14 Start

Ask people to fill in the attendance forms as they come in.

## Check In (as long as the group takes to answer the questions, but no longer than 10 minutes)

> *"Welcome. Today we will be planning for the future. Before we start. How is everyone doing?*
>
> - *Raise your hand if you have overcome any pressure situations.*
> - *Clap if you are smoking less than before Quit Day. How are you feeling about your progress in the process of quitting?*
> - *Raise your hand if you are smoke-free. What changes have you noticed in yourself?*
> - *Does anyone have any questions they need answered to help them with the process of quitting?"*

**If you can't answer the questions, let them know you will find out and share the answer with the group at the start of the next meeting.**

## Future Plans (10 minutes)

> *"We have one group support meeting left, so let's take the next 10 minutes for you and your buddy to makes plans and commitments for how you will continue your process of quitting outside the group."*
>
> *"Turn to My Future Plans for Being Smoke Free on page 63 of the* Participant Handbook, *and buddies turn to I Will Help My Buddy To Be Smoke Free in the Future on page 37 of the* Buddy Handbook. *Take 8 minutes to complete your plans and turn your handbooks over when you are done."*

My Future Plans for Being Smoke Free

How I plan to avoid smoking:

1.

2.

3.

4.

5.

PARTICIPANT HANDBOOK 63

I Will Help My Buddy to Be Smoke Free in the Future

How I plan to help my friend avoid smoking:

1.

2.

3.

4.

5.

37 BUDDY HANDBOOK

**After 8 minutes, ask if any participants and buddies would like to share one part of their plans with the group. When they are done, move to the next section**

## Planning the Celebration (20 minutes)

> *"Our school is willing to provide …* **(fill in what food and drinks your school will provide for the celebration)** *to recognize your participation and success at the next meeting. We will work with Public Health and Addiction Services to have recognition certificates ready for you. We will have a draw for one CD player from those people who have been 100% smoke free since Quit Day (the buddy of the person drawn, automatically wins a $20 music store gift certificate). We will also have four other draws, each for a $20 music store gift certificate. Two names will be drawn from those who have been 100% smoke free for at least 2 weeks. Two will be drawn from buddies who have attended 12 or more meetings by the next meeting day.*

*"What could we do, besides eat, within 20 minutes that would be a fun and meaningful way to celebrate your participation and success in reducing the amount of tobacco you use?"*

Write their ideas on the board. Then give everyone a piece of chalk and have them

*"put a check next to the idea you like best."* Ask *"what needs to be done for this idea to be put into action?"*

Write their answers on the board. Refer to the actions and ask,

*"Who will do what to make this happen?"*

Write their name next to the action. Ask if everyone is clear on what they will do for the celebration at the next meeting.

Thank everyone.

Remind the group of the time and place of the next meeting. Give out attendance tickets.

## After the meeting

✓ Put the desks back.

✓ Use the Attendance Form information to fill in the three different recognition certificates provided:
- buddies
- people 100% smoke free since Quit Day
- people not 100% smoke free since Quit Day

The certificates can be put through a computer printer if you want to personalize them that way.

✓ Call to confirm the Public Health Services or Addiction Services contact person will come to the next meeting to distribute recognition certificates, the CD player, and gift certificates.

✓ Invite the staff adviser to come and confirm that the food will be delivered 15 minutes after the start of the next meeting.

✓ Ask the staff adviser to bring all the sign up forms from Meeting 2 to the next meeting and the promotion ideas and messages from Meeting 13.

✓ Do anything you volunteered for as part of the celebration

# MEETING 15

# Farewell

## Meeting Purpose

- acknowledge those who stayed smoke free and those who have reduced tobacco use
- acknowledge the support received from buddies and group members
- say good-bye

## Get ready at least 2 days before the meeting

✓ Book room with a blackboard and chalk.

✓ Read meeting plan and decide what part of the meeting each peer leader will do.

✏ Borrow pencils from the school office for students who don't bring pens.

✓ Confirm food ordering and delivery with the staff adviser.

✓ Confirm attendance with Public Health or Addictions Services

✓ Photocopy the participant, buddy, and peer leader evaluation forms from the *Handouts* section of this guide and the Smoke-free Declaration Form (for CD draw) cut in strips

## Take to meeting

✓ 2 attendance sheets

✓ 6 pieces of chalk

✓ pencils to lend to people who didn't bring them

✓ all sign up forms from Meeting 2

✓ completed recognition certificates

✓ slips of paper for the "buddy" draw, and "at least 2 weeks smoke free" draw

✓ copies of the participant, buddy, and peer leader evaluation forms and the Smoke-free Declaration Form (CD draw) cut in strips

✓ tar jar (optional)

✓ butt jar (optional)

✓ promotion ideas and messages from Meeting 13

## Set up meeting

✓ Arrange desks in a semi-circle so everyone can see each other.

**Thank you for being a volunteer.**
**Your caring, effort, and time given to help others is greatly appreciated. All the best to you in your endeavours.**

## Meeting 15 Start

Ask people to fill in the attendance forms as they come in.

## Program Evaluation (10 minutes)

While one peer leader gives instructions about the evaluation forms, the others use the Attendance Form information to fill in the answers to the following questions for the next part of the meeeting:

.................. # who quit on Quit Day (Meeting 7)

.................. # smoke-free for 4 weeks (have smoked 0 cigarettes a day since Meeting 7)

.................. # smoke free for 2 weeks (0 cigarettes, 4 meetings in a row) Put their names on the slips of paper for a draw for music store gift certificates.

.................. # not smoking now (marked they smoked 0 cigarettes today)

.................. # who have cut down the cigarettes smoked per day by half or more since Meeting 1 (use the numbers in the Meeting 15 column to do the math)

.................. # buddies who have attended 12 or more meetings with their partners. Put their names on the slips of paper for a draw for music store gift certificates.

> *"Welcome everyone. This is the last meeting with us as peer leaders. Do you want to make plans yourselves to continue meeting as a group without us? If so, when and where do you want to get together the first time?"*
>
> *"Before we celebrate your commitment and success in reduced use of tobacco, we need you to evaluate this program's usefulness."*

Give out participant and buddy evaluation forms.

> *"Take 5 minutes to complete this now and give it to us when you are done. For anyone who has been totally smoke free, come and get a Smoke-free Declaration Form, fill it in and give it to us with your evaluation form so your name goes in for the personal CD player draw. Buddies, you must sign the form to verify your partner did not smoke."*

# MEETING · 15.4

Fill out the Peer Leader Evaluation Form while the group is doing theirs.

After five minutes, check to make sure you received everyone's form.

> *"Thank you for the evaluations and* **Congratulations**! *Based on the attendance form information, here is how we have done as a group:*
>
> ………… *# who quit on Quit Day*
>
> ………… *# smoke-free for 4 weeks*
> *(have smoked 0 cigarettes a day since Meeting 7)*
>
> ………… *# smoke free for at least 2 weeks*
>
> ………… *# not smoking now*
> *(marked they smoked 0 cigarettes today)*
>
> ………… *# who have cut down the cigarettes smoked per day by half or more since Meeting 1*
>
> ………… *# buddies who have attended 12 or more meetings with their partners"*
>
> *"Let's give ourselves a big hand!"*
>
> *"Before we move to the recognition and celebration parts of the meeting, is there anything anyone wants to say about the program to other members or to Peer Leaders?"*

## Certificates and Prizes (10 minutes)

When the members are finished speaking, peer leaders share whatever thoughts you feel are appropriate to

- recognize the efforts of the participants
- recognize the support and commitment of the buddies
- express your feeling about being part of the group
- thank the staff adviser

Peer leaders present recognition certificates to the participants and buddies.

Public Health or Addictions Services staff draw for the CD player using the "Smoke-free Declaration" slips returned with the evaluations, draw for the gift certificates, and then present recognition certificates to the Peer Leaders and Staff Adviser.

## Celebration (20 minutes)

Break out the food and celebrate the successful completion of the program.

## After the meeting

- ✓ Put the desks back and clean up.
- ✓ Give all sign-up forms, the attendance form, all evaluation forms, and the promotion ideas and messages from Meeting 13 to the Public Health Services or Addiction Services contact person.

**Congratulations peer leaders. Your job is done.**
**Thank you for helping people to reduce their tobacco use and learn skills to help them stop smoking.**

# Handouts and Photocopy Masters

# No More Butts! Program Outline

## What is it?

*No More Butts!* is a peer-led, stop smoking program for students in grades 10–12. In its first year, *No More Butts!* helped 81% of the people in the program on Quit Day: 43% were smoke free and 38 % had cut down by half or more by the end of the program.

## Is it for you?

*No More Butts!* is open to grade 10–12 students who

- smoke at least one cigarette a day
- smoked daily for at least the last 3 months
- have not started quitting before the start of the program
- are not using nicotine replacement therapy—the patch, gum, inhaler, spray, or pill

## Can you make it?

There are 15 meetings at lunch for 7 ½ weeks.

Meetings will be held on ........................................s and ........................................s, at ........................................,

starting on ........................................, in room ..............................

Meetings are up to 40 minutes long. If you must miss some class time because of the meeting, it will be an excused absence as long as you give an attendance ticket to your teacher.

## What it's like

Meetings are lead by high school students who have been trained as group facilitators.

The meetings consist of activities focused just on you—in a booklet you keep—and activities and discussion with your buddy, or with small and large groups.

## What you need

If you want to quit, you will need to find a friend who is willing to be your buddy and support you by coming to all 15 meetings. The friend you chose cannot smoke, has to have been smoke free for at least 6 months, and must be able to support you outside the school day.

In the first year, participants said "my buddy" was very helpful, and kept me coming to the meetings. And don't be afraid to ask someone to be your buddy—95% of the buddies said they would recommend to others that they be a buddy. Their reasons?

- "you get to help a friend"
- "it makes you feel good"
- "for your friend's health"
- "it's a lot of fun"
- "you learn lots of useful information"

We have booklets, activities, participation awards, and prizes for buddies too.

## You could win

Everyone who quits is already a winner, but we also have some prizes for extra incentive. To be eligible for a draw to win one personal CD player per school, you must quit on Quit Day (Meeting 7) and must be absolutely smoke free for at least four weeks. If you win the CD player, then your buddy wins a $20 music store gift certificate. We may ask buddies, staff advisers, and fellow participants to verify your smoking status before the CD draw. If a peer leader or staff adviser has seen you smoke, you will not be eligible for the draw.

A slip (smoke) will disqualify you from the CD player draw, but not from the program. Staying smoke free for any length of time is a big success and we want you to continue to be part of the group as long as you want to keep trying to cut down or to stop smoking. Participation and effort are important. Everyone who stays with the program will be rewarded at Meetings 7 and 15.

Anyone smoke free for at least two weeks, and any buddy who participates in 12 or more meetings, will be eligible for a draw to win one of four $20 music store gift certificates per school.

## What we will cover

To give you an idea of the kinds of things in the meetings, here are the meeting titles:

1. Getting It Together as a Group
2. Why I Smoke
3. Pros and Cons of Smoking
4. Triggers to Smoke and How to Cope
5. Signs of Recovery and Dealing with the Nic Fits
6. Quit Day Preparation
7. Good-bye to Smoking—It's Quit Day!
8. Freedom 24 and Tips to Keep Not Smoking
9. Stress Busters
10. Learning from a Slip
11. Benefits of Being Smoke Free
12. Media Watch
13. The Truth About Smoking
14. Celebration Preparation
15. Farewell Celebration

# How Ready Are You to Quit?

To quit smoking successfully you must move through the Stages of Change until you become an ex-smoker. It's a process and each stage leads you closer to your goal of quitting and becoming an ex-smoker.

The first three Stages of Change are listed below. Circle the stage that best fits you today. Then read the matching paragraphs further down the page to learn more. In each stage you will see a **bold** section that tells you what you can do to move forward in the process of quitting. Good luck on your journey.

## What Stage Are You in the Process of Quitting?

Stage 1 I do not intend to quit. **I am not thinking about quitting.**

Stage 2 I intend to quit in the next six months. I am starting to see smoking as a problem, comparing pros and cons of smoking. **I'm thinking about quitting.**

Stage 3 I intend to quit in the next 30 days. I am learning how to deal with cravings and withdrawal symptoms, may try to cut down smoking or change smoking patterns, probably have told others **I want to quit smoking. I am actively getting ready to quit.**

## About Your Stage of Change

### Stage 1 Not thinking about quitting

At this stage you want to smoke more than you want to quit. You are not ready to sign up for the program. Your decision to quit may come later. **Think about why you want to smoke and why you want to quit. Find out more about the effects of smoking on your body and your life (For example, costs a lot, many places don't allow smoking, you still smell smoky even with clean hair and perfume or aftershave). When your reasons for wanting to quit are greater than your reasons for wanting to smoke, then you will be ready to sign up to try to stop smoking.**

Check out these websites to see the effects of smoking:
http://www.smokingsucks.ca/gross_out/index.html
http://www.tobaccofacts.org/o2zone1.html
http://www.tobaccofacts.org/media/pchild/poster-child-fullsize.jpg
http://www.nobutts.ucsd.edu/interactive/default.asp

### Stage 2 Thinking about it, but not ready to quit

You want to smoke and want to quit. You are beginning to see smoking as a problem. You are thinking about quitting but may be finding it hard to move ahead and plan how you will quit. Even though you know the risks of smoking and want to quit, you still feel attached to your smoking. These feelings are a normal part of the process of quitting. **Think about your reasons for quitting and the benefits of quitting to you. When you decide your reasons for wanting to quit are greater than your reasons for wanting to smoke, you will be ready to sign up to try to stop smoking.**

Check out the websites from Stage 1. You might also want to look at how the tobacco industry is manipulating youth. Check out <www.tobaccofacts.org/tobacctruth1.html>.

### Stage 3 Getting ready to quit

You want to quit more than you want to smoke. You are well on your way to becoming an ex-smoker. Some key attitudes and behaviours are already in place. You no longer believe that the risks of smoking only apply to other people—they apply to you. **This is the time to sign up to create a set of skills and tools that will help you stop smoking.**

### If you want to join *No More Butts!*,

**fill out the information below, pass it in today and find a buddy who does not smoke and has been smoke free at least 6 months**

OR

- **find a buddy and pass the form to Guidance staff within the next 2 days.**

**The first 15 daily smokers to sign up are in.**

(TEAR HERE)

Your Name

Student #

# cigs you smoke a day

How long you have smoked

Are you using nicotine replacement therapy?

No Yes

Date: ____________

Dear Teacher:

We are asking for your cooperation in allowing the bearer of this letter the opportunity to participate in a very important personal project. The student requires permission to be absent from class for up to 20 minutes between ____________ (TIME) and ____________ (TIME) on the dates listed below. The student will give you a ticket each day, quietly leave or arrive late, and be expected to cover all work missed. If the student does not have a ticket, they may have left the program and therefore no longer need to leave class.

The student will be using this time to complete a 15-session course and may be under a noticeable amount of stress. Your support and understanding will be greatly appreciated. If you have any questions or concerns, please contact me.

Staff Adviser ____________

**Meeting Dates:**

1 ____________

2 ____________

3 ____________

4 ____________

5 ____________

6 ____________

7 ____________

8 ____________

9 ____________

10 ____________

11 ____________

12 ____________

13 ____________

14 ____________

15 ____________

The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

---

The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

---

The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

---

The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

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The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

---

The bearer of this ticket has the school's permission to miss up to 20 minutes of class immediately before or after lunch on

………………………… to attend an important meeting in the school.

Thank you.

Staff Adviser: …………………………

# Participant Sign-up Form

Name: ..............................................................................

Student # ..........................................................................

Homeroom: ........................................................................

School:..............................................................................

Male: .......... Female:..........

Age: ..............

1 I have smoked since I was ........... years old.

2 I smoke ............ cigarettes per day.

3 I smoke ........... times per week.

4 I tried to stop smoking .......... times before.

5 If you had help quitting before, who or what was it that helped you?

..........................................................................................................

..........................................................................................................

6 (a) The longest time I have quit smoking was ..............................

(b) I started to smoke again because ................................................

..........................................................................................................

..........................................................................................................

7 Please finish these sentences:

(a) The main reason I want to quit is ................................................

..........................................................................................................

..........................................................................................................

(b) I heard about the program from ....................................................

..........................................................................................................

Signature: ..........................................................

Date: ..................................................

# Buddy Sign-up Form

Name: ..............................

Student # ..............................

Homeroom: ..............................

School: ..............................

Male: ........ Female: ........

Age: ........

1 Have you ever smoked? Yes ........ No ........

2 If you smoked, how long ago did you quit? ..............................

3 If you had help quitting, who or what was it that helped you?

..............................

..............................

4 Please finish these sentences:

(a) The main reason I want to help someone quit is ..............................

..............................

..............................

(b) I heard about the program from ..............................

..............................

Signature: ..............................

Date: ..............................

# Eulogy to Nic O'Teen

*We are gathered here today to say goodbye to someone we've known for a long time. I can still remember when I first met Nic—I thought he was so cool. All the group I wanted to hang with hung out with him, so I thought I would too. At first I got really choked up when he was around. But as time went on, I really got hooked on him.*

*They say love is blind, and I loved Nic. All I could see was good in everything he did when we were together. When I was mad, he helped calm me down. When I was tired, he gave me a lift. I never felt lonely when Nic was around.*

*Everyone told me that Nic was bad for me. I didn't listen. It took a while for me to see the truth. Finally now I can say I know Nic for what he really is—a lying, cheating, good-for-nothing creep.*

*Nic took all my extra cash. He took advantage of my trust and got me addicted to poisons. He makes me sick! He stinks! Anyone hanging around with Nic stinks too! He tried to rob me of my future, but I didn't let him. I told him to BUTT OUT of my life.*

*It may be hard to get along without Nic, but not nearly as hard as it was to have him around. So I am here to say goodbye to Nic. So long. It has been bad to know you.*

*Ashes to ashes, butts to dust…Goodbye Nic O'Teen, rest in pieces.*

—Written by Mary Elliott

# Request Letter for Teacher Support

To the following teachers:

We have just quit smoking on ........................................ as part of a school stop smoking program.

Your patience and understanding in the upcoming days will help us as we adjust to a life without cigarettes.

Your support will be greatly appreciated. Please keep our participation in this program between us (confidential).

Thank you.

The following students have stopped smoking today:

# No More Butts!—
# Participant Evaluation Form

1. Now that you have completed the program, circle one of the following sentences that best describes you and fill in the blanks in that sentence.

   **I am no longer smoking.** I have been smoke-free for ........ days. I smoked ........ cigarettes per day at the beginning of the program.

   **I have cut down on my smoking.** At beginning of the program I smoked ........ cigarettes per day. Now I smoke ........ cigarettes per day.

   **I cut down on my smoking for awhile**, but now I am back to smoking the same amount that I used to, ........ cigarettes per day .

   **I cut down on my smoking for a while**, but now I'm smoking ........ more cigarettes than I used to per day. I smoked ........ cigarettes per day at the beginning of the program.

   **I did not quit or cut down** on smoking during the program. (no change) I smoke ........ cigarettes per day.

2. How many of the 15 meetings did you attend? ........

3. How many did your buddy attend? ........

4. Check all the following reasons that kept you coming to the sessions.

   __ I really wanted to quit smoking
   __ The peer leaders made the sessions interesting
   __ My friends were in the group
   __ My buddy
   __ Support from others in the group
   __ I liked the group activities
   __ Prizes and give-aways
   __ I would have felt guilty if I dropped out
   __ I thought I would start smoking again if I dropped out
   __ I thought I would increase the amount I smoked if I dropped out
   __ I made a bet with someone that I could quit smoking
   __ I have been promised a reward from my parents if I quit smoking
   __ Other (please write in below)

   ..........................................................................................

   ..........................................................................................

*continued on the next page*

5. If you missed meetings, what were the reasons?

........................................................................................................................................................................................................................

........................................................................................................................................................................................................................

6. Rate how helpful the following parts of the program were to you

| **Program Components** | **Very helpful** | **Helpful** | **A little helpful** | **Not helpful at all** |
|---|---|---|---|---|
| Being able to have the group at school | 1 | 2 | 3 | 4 |
| Buddy support | 1 | 2 | 3 | 4 |
| Group discussions | 1 | 2 | 3 | 4 |
| Peer Leaders | 1 | 2 | 3 | 4 |
| Practicing quitting for 24 hours | 1 | 2 | 3 | 4 |
| Activities in the handbook to learn about yourself and what you need to quit smoking | 1 | 2 | 3 | 4 |
| Talking with other people in the group who were trying to quit | 1 | 2 | 3 | 4 |
| Draw for personal CD player to attract you to the program | 1 | 2 | 3 | 4 |
| Setting a quit date | 1 | 2 | 3 | 4 |
| Stress ball | 1 | 2 | 3 | 4 |
| Information in the handbook about smoking and how to quit | 1 | 2 | 3 | 4 |
| Group activities | 1 | 2 | 3 | 4 |
| Your written plans for how to quit | 1 | 2 | 3 | 4 |
| Relaxation activities (deep breathing and stretching) | 1 | 2 | 3 | 4 |
| Cope Kit | 1 | 2 | 3 | 4 |

*continued on the next page*

7. Circle the number that matches your answer.

| | Strongly Agree | Agree | Disagree | Strongly Disagree |
|---|---|---|---|---|
| I learned information that helped me quit smoking or cut down | 1 | 2 | 3 | 4 |
| I learned skills that helped me quit smoking or cut down | 1 | 2 | 3 | 4 |
| I actually used my plan | 1 | 2 | 3 | 4 |
| I actually practiced the 4Ds | 1 | 2 | 3 | 4 |
| I am confident that the information and skills, if used, will help me if I try to quit smoking or cut down in future | 1 | 2 | 3 | 4 |
| I received the kind of help I needed from the program | 1 | 2 | 3 | 4 |
| I would recommend the program to my friends who smoke | 1 | 2 | 3 | 4 |
| Being involved in the program has helped me stay smoke free | 1 | 2 | 3 | 4 |

8. Circle the number that best describes how you feel today, in **one** of the sections below that describes your smoking status.

| **How Confident You Feel** | Strongly Agree | Agree | Disagree | Strongly Disagree |
|---|---|---|---|---|
| **If you are smoke free now** | | | | |
| I am confident that I will stay smoke free | 1 | 2 | 3 | 4 |
| **If you cutdown the amount smoked:** | | | | |
| a. I am confident I will not increase the amount I smoke. | 1 | 2 | 3 | 4 |
| b. I am confident I will make another attempt to quit smoking within the next 6 months. | 1 | 2 | 3 | 4 |
| **If you did not quit or cut down,** | | | | |
| a. I am confident I will try to quit smoking in the next 6 months | 1 | 2 | 3 | 4 |
| b. I confident I will not try to quit smoking within the next 6 months | 1 | 2 | 3 | 4 |

*continued on the next page*

9. What else do you think would help teens who want to quit, to stop smoking?

10. Please rate *No More Butts!* as a program to help high school–aged students stop smoking.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| (Excellent) | | (Average) | | (Poor) |

11. How can the program be improved?

THANK YOU. ALL THE BEST

# Smoke-free Declaration Form (for CD draw)

*I, ……………………………………, have been totally smoke free since Quit Day, Meeting 7.* ……………………………………
(SIGNATURE)

*I, ……………………………………, am the buddy and verify that my partner has not smoked tobacco since Quit Day (4 weeks ago).* ……………………………………
(SIGNATURE)

*I, ……………………………………, have been totally smoke free since Quit Day, Meeting 7.* ……………………………………
(SIGNATURE)

*I, ……………………………………, am the buddy and verify that my partner has not smoked tobacco since Quit Day (4 weeks ago).* ……………………………………
(SIGNATURE)

*I, ……………………………………, have been totally smoke free since Quit Day, Meeting 7.* ……………………………………
(SIGNATURE)

*I, ……………………………………, am the buddy and verify that my partner has not smoked tobacco since Quit Day (4 weeks ago).* ……………………………………
(SIGNATURE)

*I, ……………………………………, have been totally smoke free since Quit Day, Meeting 7.* ……………………………………
(SIGNATURE)

*I, ……………………………………, am the buddy and verify that my partner has not smoked tobacco since Quit Day (4 weeks ago).* ……………………………………
(SIGNATURE)

# No More Butts!—Buddy Evaluation Form

Thank you for making the time to help a friend stop smoking.

1 a. How helpful do you feel your contribution was to your partner?

__ Not helpful at all
__ A little helpful
__ Average
__ Helpful
__ Very helpful

b. What did you do that seemed most helpful to your partner?

c. What did you do that seemed least helpful to your partner?

2 a. How many of the 15 meetings did you attend? ……

b. If you missed meetings, what were the reasons?

3. How many of the meetings did your partner attend?……

4. Circle the answer that best describes your partner today.

**No longer smoking (smoke free).**

**Cut down on their smoking.**

**Cut down for awhile**, but now smoking the same amount that they used

**Cut down for a while**, but now smoking more cigarettes than before the program

**Did not quit, or cut down** on smoking during the program (no change)

*continued on the next page*

5. How can this program be improved for the buddy?

.......................................................................................................................................................

.......................................................................................................................................................

.......................................................................................................................................................

6 a. Would you recommend to others that they be a buddy? Yes No

b. Explain why you would or would not recommend it

.......................................................................................................................................................

.......................................................................................................................................................

.......................................................................................................................................................

.......................................................................................................................................................

THANK YOU.

# No More Butts!—Peer Leader Evaluation Form

Thank you for giving your time and energy to lead *No More Butts!*

1 a. Rate each of the following statements in terms of your agreement or disagreement.

| **Training and Program Manual** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** |
|---|---|---|---|---|
| The training day prepared me to promote *No More Butts!* | 1 | 2 | 3 | 4 |
| The training day prepared me to lead the Recruitment Meeting. | 1 | 2 | 3 | 4 |
| The training day prepared me to lead the 15 group meetings. | 1 | 2 | 3 | 4 |
| I found it easy to lead the meetings using the Meeting Plans in the Perr Leader's Guide. | 1 | 2 | 3 | 4 |
| The training day and Meeting Plans prepared me to lead deep breathing and stretching exercises with the group. | 1 | 2 | 3 | 4 |
| I received enough help from the other peer leaders to do the program. | 1 | 2 | 3 | 4 |
| I received enough support from the staff adviser to do the program. | 1 | 2 | 3 | 4 |
| If I needed it, I received enough support from Public Health, or Addictions Services staff. | 1 | 2 | 3 | 4 |
| I would recommend the program to students who want to quit smoking. | 1 | 2 | 3 | 4 |
| I would recommend to others that they become a peer leader. | 1 | 2 | 3 | 4 |

1 b. Comments about the Peer Leader Training:

1 c. Comments about the Peer Leader's Guide:

*continued on the next page*

2. Do you feel you have more skills after leading the group than you did before the group?

Yes No

If yes, what skills? ____________________

____________________

____________________

3. Do you feel more confident as a person after leading the group than before the group?

Yes No

If yes, why? ____________________

____________________

____________________

4 a. How satisfied do you feel with the number of people who participated in the program?

| **Not Satisfied At All** | | | | **Very Satisfied** |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

b. Comments? ____________________

____________________

5.a. How satisfied do you feel with the number of people who remained smoke free for the contest period?

| **Not Satisfied At All** | | | | **Very Satisfied** |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

b. Comments? ____________________

____________________

6 a. How satisfied do you feel with the number of people who cut down by half or more for the contest period?

| **Not Satisfied At All** | | | | **Very Satisfied** |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

b. Comments? ____________________

____________________

*continued on the next page*

7 a. How satisfied are you with your staff adviser's support?

| **Not Satisfied At All** | | | | **Very Satisfied** |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

b. Comments?

8. What was the most helpful to you in promoting this program?

9. What was the most helpful to you in leading the meetings?

10. What was the least helpful to you in leading the meetings?

11. How do you think the program can be improved?

12. Do you have any other comments you want to share?

THANK YOU

*No More Butts!* is a peer-led stop smoking program for high school-aged students who smoke daily and who want to quit.